



*Governor
Induction
Programme*

Document Control

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Approval		
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Introduction

Newly appointed governors will have varying levels of knowledge of the education system, Wirksworth Infant Schools, and the local community. The objective of the induction programme is to welcome them into the Governing Body, provide an insight into the role of governors and their responsibilities, give an introduction to the schools and their management, and offer on-going support through their initial months as a governor.

The programme is not intended to replace formal governor induction training run by the Local Authority (LA) Governor Support Service. All newly appointed governors should be encouraged to attend one of these courses as soon as possible after their appointment.

Induction Procedure

- 1 On appointment, Clerk to Governors to send governor a welcome letter, calendar of meetings, Declaration of Eligibility form, Business Interests form, request for information to enable DBS check to be undertaken and, depending on timing, the most recent Headteacher's report and minutes of the last meeting. Clerk to ensure Chair of Governors and Headteacher are aware of the appointment and have the governor's contact details.
- 2 Chair of Governors/Headteacher to plan joint or separate induction meeting(s).
- 3 Chair of Governors to contact new governor and arrange date(s) for induction meeting(s) to take place as soon as possible, preferably prior to the first Full Governors meeting following their appointment.
- 4 During the induction meeting, Chair of Governors should cover the following:
 - provide and go through the Governor Induction Pack (see Appendix 1), explaining and discussing as necessary.
 - outline the work of committees, and encourage the governor to begin considering where they might like to focus. Offer the opportunity to sit in on committee meetings before deciding.
 - provide and discuss further documentation (see Appendix 1, items marked Chair).
 - provide list of desirable competencies for governors (Appendix 2) discuss self-evaluation of competencies and identification of training needs, and highlight the importance of attending LA run national governor induction training as soon as possible. Provide dates of any relevant training courses.

- brief new governor on any topical issues.
 - offer support of a named governor willing to provide reassurance/guidance during initial months.
- 5 If new governor hasn't already had a tour of the schools, Headteacher to arrange this as soon as possible following the Chair of Governor's induction meeting.
- 6 Headteacher to provide and discuss further documentation (see Appendix 1, items marked Head).

Follow up

Chair of Governors to meet with new governor approximately six months following the induction meeting to:

- answer any questions they may have
- identify any training needs
- identify and address any concerns
- obtain feedback on the induction process and any suggestions for its improvement

Monitoring and review

This document will be reviewed in accordance with the Federation's monitoring and review cycle. The Governing Body may, however, review the induction programme earlier than this in response to new developments, feedback or if they receive recommendations on how it might be improved.

Appendix 1

Documentation for new governors

1	Governor Induction Pack (Clerk to provide)	Chair
	<ul style="list-style-type: none">• Instrument of Government• List of governors• Code of Practice for Governors• Confidential Reporting Code• Committee structure and terms of reference• Statement of Financial Roles and Responsibilities• Financial Regulations and Procedures• Most recent audit report• Most recent Ofsted report• Federation Self Evaluation Summary• Strategic Development Plan• School Improvement Plan• Governor links• Protocol for governors' visits to classrooms• List of policies• Education acronyms	
2	Declaration of Eligibility form	Clerk
3	Calendar of Governing Body meetings	Clerk
4	Business Interests form	Clerk
5	Minutes of last Governing Body and Committee meetings	Clerk
6	Most recent Headteacher's report	Clerk
7	Governance Handbook - extract and website link	Chair
8	Derbyshire Scheme for Financing Schools	Chair
9	List of desirable governor competencies	Chair
10	Keeping Children Safe in Education	Chair
11	School brochure	Head
12	List of school staff and their responsibilities	Head
13	School calendar of events	Head
14	Plans of the schools	Head

Appendix 2

Desirable competencies

The long term plan for our Governing Body is to have a wide range of desirable competencies with a team of governors who have a cross section of strengths in the areas listed below. Ideally individual members will have strengths in one or more of these areas ensuring a full set of competencies is held. Governors are not expected to be proficient in all, only in some.

General and strategic management:

- Leads the development of strategic plans
- Able to identify viable options and select or recommend those most likely to achieve the Federation's goals and objectives

Personnel administration:

- Understands the recruitment process (safeguarding children module)
- Understands disciplinary issues
- Identifies the need for training
- Understands employee performance management reviews

Financial management and accountability:

- Has a clear understanding of best financial management practice and school performance compared to it
- Understands the LEA and statutory financial requirements for the school
- Understands and can undertake budget setting and budget monitoring activities
- Has an understanding of the Schools Financial Value Standard (SFVS) requirements

Development of policy documents:

- Has a commitment to the policies required by law
- Encourages the school to improve on standards

Interpretation of the law and legal issues:

- Awareness of child protection and looked after children issues
- Awareness of health and safety and risk assessment issues
- Knowledge of the special educational needs (SEN) process and the desired requirements by law

Knowledge of the media and the arts:

- Understands the importance of communicating the Federation's performance to stakeholders
- Has the ability to promote the school and its achievements to the media

Ability to be a critical friend:

- Has a commitment to the school and the work of the governing body
- Presents information and views clearly and influentially to others

We recommend all new governors attend induction training and any other relevant training courses available to all governors.