

# Hillside Nursery School Governor Induction Policy

## Our Purpose

At Hillside Nursery School, the Governing body and Head teacher believe it is essential that all new Governors receive an induction package covering a broad range of issues and topics. We are committed to ensure that the new Governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to more effective governance and retention of Governors.

We want to make new Governors feel welcome to the Governing body.

## New Governors will:

- be welcomed to the Governing body by the Chair;
- be invited by the Head teacher to visit the school to experience its atmosphere and understand its ethos;
- have the opportunity to tour the school and meet staff and children;
- receive an informal briefing on the school from the Head teacher to explain the partnership between the Head teacher, school and Governing body;
- have the opportunity to meet informally with an existing Governor who will then act as their mentor. They will explain how the Governing body and its committees work;
- be encouraged to join the committee(s) of their choice;
- be accompanied by their mentor to their first full Governing body meeting (if required);
- have the opportunity to review their first meeting with the mentor;
- be given background material on the school and current issues;
- be encouraged to ask questions about their role and/or the school;
- be encouraged to access training including Induction training for Governors.

## New Governors will receive and be encouraged to read:

- School Prospectus;
- Ofsted Report;
- School Improvement Plan;
- last Head teacher's report to the Governing body;
- list of staff, areas of responsibility and job titles;
- list of Governor's names and responsible areas (committee member etc);
- list of School Holidays;
- copy of the minutes of the last two Governing body meetings (not the confidential minutes);
- copy of the latest school newsletter;
- dates of forthcoming Governing body meetings and committees.

## Areas that the Head teacher will cover include:

- background to the school;
- current issues facing the school;
- visiting the school;
- the relationship between the Head teacher and Governing body.

## Areas that the mentor will cover include:

- an overview of the Governor's role;
- how the full Governing body and committee meetings are conducted;
- how to propose agenda items
- Governor training.

# Hillside Nursery School Governors Checklist – part of Induction Policy

Meeting the Governing Body		
Action	Completed?	Notes
Meet the Chair of Governors		
Complete a tour of the school		
Meet the Headteacher		
Attend first full Governing Body meeting		
Training and Paperwork		
Action	Completed?	Notes
Book induction training		
Complete skills audit		
Complete paperwork: Governor Declaration form DBS/barred list check Declaration of Interests form A personal reference		
Actions for the new Governor		
Action	Completed?	Notes
Ask your workplace about time off for Governor duties (if applicable)		
Read the Governance Handbook from the Department of Education (DfE)		

Read the school's latest Ofsted report and Ofsted Action Plan (if appropriate)		
Look at the school website		
Research recent news items on School Governance / Education		
<b>Other Actions</b>		
<b>Action</b>	<b>Completed?</b>	<b>Notes</b>