



Governor Induction Policy

November 2018

The Governing Body and Headteacher at Eastburn Junior and Infant School believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

The purpose of this policy is to ensure that new governors are:

- Made aware of their role and responsibilities as a governor and Governor's Code of Conduct (example found here <https://www.nga.org.uk/codeofconduct2018>)
- Welcomed to the Governing Body and meet other governors;
- Encouraged to visit the school to experience its atmosphere, understand its ethos and meet the Headteacher, staff and children;
- Informed of the partnership between the Headteacher, school and the Governing Body;
- Alerted to how the Governing Body and its committees work;
- Alerted to the named governor role and the expectation all governors will participate;
- Given background material on the school and current issues;
- Made aware of the requirement for a Disclosure & Barring Service (DBS) check;
- Allowed to ask questions about their role and/or the school.

New governors will:

- Be welcomed to the Governing Body by the Chair of Governors and the Headteacher;
- Be invited by the Headteacher to visit the school;
- Have the opportunity to tour the school and meet the staff and children;
- Receive an informal briefing on the school from the Headteacher;
- Have the opportunity to meet with the Vice Chair of Governors and be allocated a mentor if requested;
- 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 if requested;
- Receive relevant information about the school – see appendix 1;
- Be required to complete an application for a DBS check and provide the necessary supporting documentation;
- Have the opportunity to attend relevant training including new governor induction events and safeguarding.

New Governor Induction – Checklist



Activity following recruitment	Responsibility	Completed
Chair’s initial contact and welcome letter	Chair of Governors	
Headteacher’s initial contact and meeting	Headteacher	
Guided tour of school	Headteacher/Chair	
Notify Clerk to Governing Board –share declaration of eligibility, application form, website info. including declaration of pecuniary interest.	Chair of Governors	
LA induction pack (this will be sent when SGS receives the New Governor Information sheet)	School Governor Service	
New Governor Information Sheet to be sent to School.governor@bradford.gov.uk to add to database	Chair of Governors	
New governor contact details sent to other governors (<i>if agreed to do so by the governing board</i>)	Chair of Governors	
Meeting with Vice Chair to include: <ul style="list-style-type: none"> ▪ Brief introduction to roles and responsibilities ▪ Information about school policies, procedures and legal requirements placed on the governing board ▪ Governance structure, scope of work and agreed communication protocol ▪ Brief introduction to school finance ▪ Powers of delegation by governing board ▪ Articles of Association, Scheme of Delegation, Terms of reference (as applicable) ▪ Expected level of commitment to school and governor ‘events’ ▪ Governor expenses policy ▪ Governor’s Code of Conduct 	Vice Chair	
Meeting with Training Governor to include: <ul style="list-style-type: none"> ▪ Mentoring arrangements ▪ Discussions of interest and skills to match relevant committee ▪ Induction training details/booking form ▪ Recommendations for further training and how to book ▪ Other useful websites including: <ul style="list-style-type: none"> Ofsted DfE BSO Bradford Schools online https://bso.bradford.gov.uk School’s own website www.eastburn.bradford.sch.uk School Governor Service school.governor@bradford.gov.uk 	Training Governor	
Meeting with Mentor (before first GB meeting) to include <ul style="list-style-type: none"> ▪ Time and place of first Meeting ▪ What to expect at the meeting ▪ Overview of current GB issues within school ▪ Overview of school events & governor involvement ▪ Opportunities / Protocol for visiting School 		

<ul style="list-style-type: none"> ▪ Set date for follow up after first GB meeting 		
<p>Copies of:</p> <ul style="list-style-type: none"> ▪ School Profile ▪ School Prospectus (including staff list) ▪ Post Ofsted Action Plan/School Improvement Plan ▪ Self Evaluation Form ▪ School Newsletter & Events Listing ▪ List of contact details of other governors (<i>if agreed to do so by the governing body</i>) ▪ Who's who on the Governing Body, and special responsibilities ▪ Agenda and draft minutes of latest governing board meeting ▪ List of governor and school dates for the year ▪ Latest Headteacher's Report ▪ Copy of latest Ofsted report ▪ Key financial information ▪ Copy of latest audit report ▪ Child Protection and Safeguarding Policy ▪ Keeping Children Safe in Education (September 2018) ▪ Governor Privacy Notice 	<p>Training Governor</p>	