

GOVERNOR INDUCTION POLICY



Statement of Principle

The Governing Body and Headteacher of **Baston C of E Primary 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 all 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.

Aims

- To welcome new governors to the Governing Body and enable them to meet other members.
- To facilitate a quick engagement with the working of the Governing Body.
- To encourage shared responsibility and an equitable contribution to the workload of the Governing Body.
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To meet the Headteacher, staff and students.
- To explain the partnership between the Headteacher, school community and Governing Body.
- To explain the role and responsibilities of governors.
- To give background material on the school and current issues.
- To allow new governors to ask questions about their role and/or the school.
- To explain how the Governing Body works.

Requirements & Procedures

New governors will, as soon as is practicable:

- Be welcomed to the Governing Body by the Chair.
- Be invited by the Headteacher to visit the school.
- Have the opportunity to tour the school and meet staff and children.
- Receive an informal briefing on the school from the Headteacher and/or Chair.
- Receive a briefing on the structure of our governing body (including specific committees and the roles of the committees).
- Be asked to complete a skills questionnaire.
- Be asked to complete a 'Code of Conduct form', 'Declaration of business interest' and read the latest 'Keeping Children Safe in Education'.
- Have the opportunity to meet informally with an existing governor who will then act as their mentor (if possible).
- Be accompanied (if possible) by their mentor to their first Full Governing Body meeting.
- Have the opportunity to review their first meeting with the mentor.
- According to their skills, be assigned to a committee.

New governors will receive, within two weeks of appointment:

- All outlined in the checklist below.

New governors are recommended to read:

- The latest Ofsted reports for Baston C of E Primary School (link on school website).
- Last Headteacher report.
- Last FGB Minutes.

Areas of discussion, which the Chair of Governors or mentor will cover with the new governor, should include:

- Background to the school
- Current issues facing the school
- Visiting the school
- Child Protection arrangements at the school and the governors' role in safeguarding these
- The relationship between the Headteacher and Governing Body
- An overview of the governors' role, including confidentiality
- How the Full Governing Body are conducted
- Importance of giving apologies if unable to attend meetings
- Governor training.

Induction procedure	Responsible	New Governor to initial and date when completed
Welcomed to the Governing Body by the Chair	Chair	
Read and signed the Governor Code of Conduct and Returned to Clerk	New Governor	
Read and signed Record of Business Interests form and returned to Clerk	New Governor	
Read and sign 'Keeping Children Safe in Education'	New Governor	
Completed a skills audit questionnaire	New Governor	
Written a Pen Portrait for school website	New Governor	
Invited by the Headteacher to visit the school	Headteacher	
Toured the school and met staff and students	Headteacher	
Received an informal briefing on the school	Headteacher	
Assigned/met informally with a governor who will act as mentor (where possible)	Chair	
Have you received?		
DfE "Governors Handbook" (digital copy)	Clerk	
Last Headteacher's report	Clerk	
Registered an account on The Key (ask clerk for details)	New Governor Clerk	
Registered on Baston Governor Hub	Clerk	
The School Development Plan, Prospectus and SEF	Clerk	
Minutes of the last full Governing Body meeting (school website/clerk)	New Governor	
Welcome letter from Lincolnshire Governor Services	Clerk/Council	
Dates for future governor meetings	Clerk	
Details of how to contact the other governors	Clerk	
Recent School newsletters (school website)	New Governor	
Reviewed details of latest Ofsted and SIAMS inspections (available from school website)	New Governor	
Has Chair of Governors or Headteacher covered?		
Background to the school	Head/Chair	
The structure on the governing body, including committees and their roles.	Chair	
Assigned you to a specific committee	Chair	
Current issues facing the school	Head/Chair	
Visiting the school	Head/Chair	
Child Protection arrangements (including who is the school's Designated Safeguarding Lead (DSL)/Deputies) and the governors' role	Headteacher	
Overview of the governors' role (see handbook)	New Governor	
Relationship between the Headteacher and Governing Body (see handbook)	New Governor	
Have you had the opportunity to review your first GB meeting with a mentor?	New Governor/Mentor	