

SUTTON CE (VC) PRIMARY SCHOOL



NEW GOVERNOR INDUCTION POLICY

Version 2017:v1

To be reviewed every 2 years

Approved by Governors – July 2017

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NEW GOVERNOR INDUCTION POLICY

The Governing Body and Headteacher 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.

PURPOSE

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher, staff and children
- To explain the partnership between the Headteacher, school and Governing Body
- To explain the role and responsibilities of governors and the Headteacher
- 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 and its committees work
- To allow new governors to join the committee(s) of their choice

New governors will:

- 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
- Be asked to complete a Disclosure and Barring Service Check (DBS) and declaration
- Have the opportunity to meet informally with another governor who will then be their mentor
- Be accompanied to their first full Governing Body meeting (if required)
- Have the opportunity to review their first meeting with their mentor
- Have attended or booked to attend Induction Training (please see the Clerk or the Headteacher for details on how to do this.)

New governors will receive:

- Information that The Governance Handbook is available on the DfE website: <https://www.gov.uk/government/publications/governance-handbook>
- A link to the school website: www.sutton.cambs.sch.uk
- Details of the Governing Body Committees including their terms of reference
- Dates of future meetings including committee meetings
- Details of how to contact the other governors
- Details of how to contact the school including the email address
- The Governors' Code of Conduct
- Current Membership of the Governing Body and Committees

- The School Development Plan
- A calendar of school events
- The most recent minutes of the full Governing Body and Headteacher's report
- The school's Welcome Pack
- The School Governance Team Welcome Pack and Training Programme
- School organisation details (class structure etc)
- Adequate financial information relating to the school eg latest Budgetary Control Report (BCR) and the school's scheme of delegation (financial responsibilities).

New governors are also recommended to read:

- The School Improvement Plan/Raising Attainment Plan
- The latest Ofsted report and action plan
- The latest SIAMS inspection report
- Policy documents relevant to committee membership
- The Monitoring Performance and Evaluation Policy
- The Governor Visits Policy

Areas that the Headteacher will cover include:

- Background to the school
- Safeguarding and Child Protection arrangements
- Current issues facing the school – particularly the priorities for improvement and raising standards
- Visiting the school
- The relationship between the Headteacher 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
- Planning their first Governing Body meeting
 - Spend some time to go through the agenda with them
 - Ensure that other governors are aware of their new colleague
 - Arrange for the Chair to personally welcome them
 - Organise name cards and ensure the new governor sits next to a more experienced governor
 - Explain how to propose agenda items and contribute during the meeting
- Governor training – arrange for the Clerk to provide details of courses run by the School Governance Team so they can book on the next Induction Course.

Areas that the Clerk will cover include:

- Providing relevant documentation and gaining necessary details
- Notify the School Governance Team of the new governor's details
- Confirming the need to undertake a DBS check within 21 days of start date
- Updating Governing Body records
- Assisting the Chair and Headteacher as necessary



New Governor Checklist

(Governor please sign once actioned)

Action	Signed	Date
Welcomed to the Governing Body by the Chair		
Invited by the Headteacher/Chair of Governors to visit the school		
Toured the school and met staff and children		
Completed identification process for DBS check and declaration		
Received an informal briefing on the school from the Headteacher or Chair of Governors		
Assigned/met informally with mentor		
Reviewed first meeting with mentor		
Booked onto an Induction Course		

Have you received?	Signed	Date
Link to the DfE Governance Handbook and school website		
School's Welcome Pack		
The School Development Plan		
The Local Authority School Governance Team Welcome Pack and Governor Training Programme		
Minutes of the last full Governing Body Meeting and Headteacher's Report		
Dates of future governors' meetings including committees		
Details of the Governing Body committees including their terms of reference		
A secure school email address and instructions on how to access any online governor shared area		
Latest Ofsted Report and Action Plan		
Latest SIAMS Report and Action Plan		
Policy documents relevant to committee membership		
Adequate financial information		
Calendar of school events		

Has Headteacher/Chair of Governors covered?	Signed	Date
Background to the school		
Current issues facing the school including priorities for improvement		
Arrangement for visiting the school		
Child Protection arrangements (including who the Child Protection Designated Persons are in the school) and the governor's role		
Overview of the governor's role		
Relationship between the Headteacher and Governing Body		

Name:

(Print FULL name of governor)

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of Governors