



Gedney Church End and Lutton St Nicholas Federated Primary Schools

Induction Policy for Governors

Contents:

- Introduction
- Purpose
- Procedures
- Appendix 1:
 - New Governor Checklist

Introduction

The Governing Body and Head Teacher 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 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 the retention of experienced governors who can work for the good of the federation.

Purpose

The purposes of induction are to:

1. welcome new governors to the Governing Body and enable them to meet other members;
2. encourage new governors to visit the Federation to experience its atmosphere and understand its ethos;
3. meet the Head Teacher, staff and children;
4. explain the partnership between the Head Teacher, Federation and Governing Body;
5. explain the role and responsibilities of governors;
6. give background material on the Federation and current issues;
7. allow new governors to ask questions about their role and/or the Federation;
8. explain how the Governing Body and its committees work.

Procedures

New governors will:

- be welcomed to the Governing Body by the Chair;
- be invited by the Head Teacher to visit the Federation;
- have the opportunity to tour the Federation schools and meet staff and children;
- receive an informal briefing on the Federation from the Head Teacher;
- have the opportunity to meet informally with an existing governor who will then act as their mentor;
- 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;
- have the opportunity to join the committee(s) of their choice;
- be encouraged to ask questions about their role and/or the Federation;

- be encouraged to access training including induction training for governors;
- recognise the need for confidentiality.

New governors will receive:

- The Department for Education's Guide to the Law for School Governors;
- the Federation's Guidelines for Governors;
- the Local Authority Scheme for Financing Schools;
- the Code of Conduct for Governors;
- the governor visits protocol;
- the Federation prospectuses;
- the Education Authority's governor training programme;
- details of the Governing Body committees including their terms of reference;
- dates for future governors' meetings including committees;
- details of how to contact the other governors;
- details of how to contact the Federation including the e-mail addresses;
- regular copies of Federation newsletters and important letters/publications.

New governors are recommended to read:

- the Single School Improvement Plan (SSIP);
- the latest Ofsted reports and the Key Milestones within the SSIP;
- policy documents relevant to committee membership;
- the governor visits protocol;
- the Confidentiality Policy (2015).

Areas that the Head Teacher will cover include:

- background to the Federation;
- current development priorities;
- visiting the Federation schools;
- the relationship between the Head Teacher and the 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.

Signed by Head Teacher:

Ratified by Governors: May 2011

Last Updated: January 2016

Appendix 1

New Governor Checklist

Have you:

- been welcomed to the Governing Body by the Chair?
- invited by the Head Teacher to visit the Federation?
- toured the Federation schools and met staff and children?
- received an informal briefing on the Federation from the Head Teacher?
- met informally with an existing governor (who will act as mentor)?
- reviewed your first meeting with the mentor?

Have you received:

- DfE Guide to the Law for Governors?
- the Federation's Guidelines for Governors?
- the scheme for Financing Schools?
- the Federation prospectus?
- the Education Authority's governor training and development programme?
- details of the Governing Body committees, (including their terms of reference)?
- dates for future governors' meetings including committee meetings?
- details of how to contact the other governors?
- details of how to contact the Federation, including the e-mail addresses?
- Federation newsletters?
- the Single School Improvement Plan?
- the latest Ofsted reports?
- policy documents relevant to committee membership?
- the Federation Visits Policy?

- the Code of Conduct for Governors?
- a copy of the Confidentiality Policy?

Has the Head Teacher covered:

- background to the Federation?
- current development priorities?
- visiting the Federation schools?
- an overview of the governor's role?
- the relationship between the Head Teacher and the Governing Body?

Name (Print FULL name of governor):

Signed:

Date:

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