

Governor Induction Policy

“Incline your ear, and hear the words of the wise, and apply your heart to my knowledge, for it will be pleasant if you keep them within you, if all of them are ready on your lips.”

Proverbs 22:17-18



'Feeding Hearts and Minds'

The peace, joy and love of Christ is at the heart of all that we do in our school. Through religious education, school policy and, primarily, our culture of prayerfulness, charity and joy, we seek to share the Gospel with our families, our parish, our community and the wider world.

Using the example of Jesus Christ, we cultivate the skills of heart and mind that allow us to develop our talents and take a shared responsibility for ourselves, each other and the world He gave us. We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Our school is animated by love and our shared faith and clear values drive our behaviour and our relationships; we are tolerant and respectful of the unique value of each person. Our individual needs and talents are recognised and nurtured in a warm, inclusive environment where we are able to use our gifts for the glory of God and in loving service of others.

We have excellent role models who empower us to believe in ourselves and provide us with an outstanding education and a wide range of opportunities – our aspirations for the future are high and we believe that through God's grace we can grow, learn and realise our full potential.

The Governing Body 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 and staff
- To explain the partnership between the Headteacher, school 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 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 in action (in line with the school visit policy)
- Have the opportunity to tour the school and meet staff
- Receive an informal briefing on the school from the Headteacher and/or Chair
- Be asked to complete a DBS check and declaration
- 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

NEW GOVERNORS WILL RECEIVE:

- A copy of the Code of Conduct for the Governing Body
- Information about the DfE online publication Handbook for School Governors
- The school's bespoke "Induction Pack for School Governors"
- A copy of the Instrument of Government
- A Declaration of Interests form for completion
- Term dates for the school
- The School Development Plan
- Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committee meetings
- Details of how governors can communicate effectively between meetings
- Details of how to contact the school including the e-mail address
- Recent school newsletters
- Information on the School's website

NEW GOVERNORS ARE ALSO RECOMMENDED TO READ:

- The latest Ofsted report
- The school prospectus
- Policy documents relevant to committee membership
- The Governor Visits Policy

AREAS THAT THE CHAIR OF GOVERNORS/MENTOR WILL COVER INCLUDE:

- Background to the school
- Introduction to school data
- Current issues facing the school
- Visiting the school
- Child Protection arrangements at the school and the governor's role in safeguarding
- The relationship between the Headteacher and Governing Body
- An overview of the governor's role (including a mention of confidentiality and acronyms!)
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Governor training
- The governing body's role in dealing with school complaints

SOURCES OF EXTERNAL SUPPORT (CLERK OR CHAIR TO ACTION)

- Details of how to access support services
- Details of national support websites
- How to access face-to-face training

NEW GOVERNOR INDUCTION CHECKLIST



Name of Governor:

| Please indicate when you have:- | Completed | Date |
|---|-----------|------|
| Welcomed to the Governing Body by the chair | | |
| Met with the headteacher / chair for an introductory meeting and tour of the school | | |
| Met informally with the chair or an existing governor | | |
| Completed identification process for DBS check and declaration | | |
| Completed the 'Governor Self Declaration Form' | | |
| Been allocated a 'Mentor' | | |
| Completed Level 1 Safeguarding E-learning - NGA | | |
| Completed Channel Awareness E-learning (Prevent Duty) - GOV | | |

| Please indicate when you have received: - | Completed | Date |
|---|-----------|------|
| Governor Induction Pack | | |
| Governor details & self- declaration form (complete & return) | | |
| Confirmation of Identity DBS check (complete & return) | | |
| Register of Business/Pecuniary Interests form with guidance notes (complete & return) | | |
| Dates for Governor Body Meetings | | |
| List of current governors and contact details | | |
| Copy of Instrument of Governance | | |
| Governor Terms of Office & Vacancies | | |
| School staffing & Governor List / Committee List including Faculty areas | | |
| Terms of Reference (buildings & finance / staffing committee) | | |
| Code of Conduct | | |
| Protocols for visits to school by members of the Governing Body | | |
| Copies of minutes from the last 2 full governing body meetings | | |
| Copy of the latest School Improvement Plan | | |
| Latest Governing Body Health Check & Action Plan | | |
| Link to school website | | |
| Access on website to a copy of latest School Prospectus | | |
| Access on website to a copy of recent school newsletters | | |
| Access on website to school policies | | |
| Access to link on website to the last Ofsted report | | |
| Department of education 'Governance' handbook * competency framework. For latest version log on to www.gov.uk/government/publications/governance-handbook | | |
| Access to School Portal Login | | |
| Information on Governor Training | | |



Governor Induction Policy

March 2021

The Governor Induction Policy is based on best practice advice from NGA

The implementation of this policy will be monitored by the Chair of Governors in consultation with SLT.

This policy will be reviewed as appropriate by the Whole Governing Board.

Intended Policy Review Date – March 2024

Approved by: _____ (Headteacher)

Date: _____

Approved by: _____ (Governor)

Date: _____