

# **St. Paul's C of E Primary School**



## **Governors' Induction Policy**

**Last Review – January 2019**

**Next Review Date – January 2022**

## **St. Paul's C. of E. Primary School**

### **GOVERNORS' INDUCTION POLICY**

#### **School Aim Statement**

“Everyone working together to create a caring Christian learning environment which inspires children to celebrate their unique potential and become a responsible, considerate, involved and happy member of God’s world”.

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 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 Head Teacher, staff and children.
- To explain the partnership between the Head Teacher, 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 sub-committee(s) of their choice.

#### **New governors will:**

- Be welcomed to the Governing Body by the Chair.
- Be invited by the Head Teacher 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 Head Teacher and/or Chair.
- Be asked to complete a CRB 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 link to the 'Guide to the Law for Governors.  
[www.education.gov.uk/b0065507/governors'-guide-to-the-law](http://www.education.gov.uk/b0065507/governors'-guide-to-the-law)
- A copy of the Learning Improvement Plan (LIP)
- A copy of the governor training programme.
- A copy of the Governors Code of Conduct.
- A copy of the Governors Monitoring Visits to School Policy
- 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 to contact the other governors.
- Details of how to contact the school including the e-mail address.
- Recent school newsletters

**New governors are also recommended to read:**

- The latest Ofsted report.
- The latest SIAMS report.
- The school prospectus.
- Policy documents relevant to committee membership.
- The Governor Monitoring Visits to School Policy

**Areas that the Chair of Governors/mentor will cover include:**

- Background to the school.
- Current issues facing the school.
- Visiting the school.
- The relationship between the Head Teacher 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

## New Governor Checklist

Induction procedure	Governor: please sign and date once actioned
Welcomed to the Governing Body by the Chair	
Invited by the Head Teacher/Chair of Governors to visit the school	
Toured the school and met staff and children	
Completed identification process for CRB check or declaration	
Received an informal briefing on the school from the Head or Chair	
Assigned/met informally with an existing governor (who will act as a mentor)	
Have you received?	
A link to the 'Guide to the Law for Governors'	
A copy of the Learning Improvement Plan (LIP)	
A copy of the governor training programme	
A copy of the Governors Code of Conduct	
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 committees	
Details of how to contact the other governors	
Details of how to contact the school (including the e-mail address)	
Recent school newsletters	
Latest Ofsted report	
Latest SIAMS report	
Latest Self Evaluation Review (SER)	
Governor Monitoring Visits Policy	
Financial Regulations and Scheme of Delegation (Finance & Premises sub-committee members)	
Has the Chair of Governors or Head Teacher covered?	
Background to the school	
Current issues facing the school	
Visiting the school	
Overview of the governors role	
Relationship between the Head Teacher and the Governing Body	
Completion of Business Interests form	
Have you had the opportunity to review your first GB meeting with the mentor?	

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.***  
The policy will be reviewed every three years.

This policy has been approved by the Governing body – January 2019

This policy will be reviewed every three years and updated as necessary.

**Policy signed:** \_\_\_\_\_ (Chair of Governors)

**Policy signed:** \_\_\_\_\_ (Head Teacher)

**Dated:** \_\_\_\_\_

**Review Date:** January 2022