



GOVERNOR INDUCTION POLICY

Rationale

At Brookhill Leys Primary and Nursery School, the Governing Body believes 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 fulfill their role with confidence and to feel welcomed and supported by the Governing Body. This is seen as an investment, leading to more effective governance and retention of governors.

Purpose

- Welcome new governors to the Governing Body and enable them to meet other members
- Encourage new governors to visit the school to experience its atmosphere and understand its ethos
- Meet the Headteacher, staff and children
- Explain the partnership between the Headteacher, School and Governing Body
- Explain the role and responsibilities of governors
- Give background information on the school and current issues
- Allow new governors to ask questions about their role and/or the school
- Explain how the Governing Body and its committees work
- Allow new governors to join the committee(s) of their choice after observing
- Understand the importance of confidentiality and consequences of a break in confidentiality
- Identify training needs for each individual governor

New governors will be:

- Welcomed to the Governing Body by the Chair of Governors (Chair) at the first full governing body meeting after they take up post
- Invited by the Headteacher to visit the school to experience its atmosphere and understand the ethos (HT)
- Meet the School Council and tour the school meeting staff and children (DHT)
- Given background material on the school and current issues (HT)
- Given the opportunity to meet informally with an existing governor who will then act as their mentor and will explain how the Governing Body and its committees work (Chair)
- Encouraged to join sub-committees – first attending as an observer to chosen committees (Chair)
- Invited and accompanied by their mentor to their first full Governing Body meeting (Chair)
- Given the opportunity to review their first meeting with their mentor (Mentor Governor)
- Training and skills audit carried out to inform training needs (Governor Training Coordinator)
- Encouraged to access training, including induction training, for governors (Governor Training Coordinator)

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New governors will be given access to the following documents:

- DCFS "Guide to the Law for Governors" (CD)
- School Prospectus/documentation/website information
- Ofsted Report and Action Plan
- School Improvement and Development Plan
- Details of the Governing Body committees
- Policy documents relevant to committee membership
- List of staff, responsibility areas and job titles
- List of governors names and responsibility areas
- Calendar of school holidays, events and dates of governor's meetings and sub committees
- Agenda for the next FGB meeting, copy of the minutes of the last Governing Body meetings (not confidential minutes)
- The two previous Headteacher's report
- Recent school newsletters
- The Governor magazine NCC
- Contact details and email for key personnel
- Criminal Record Bureau's form for completion
- Useful website addresses- governor services for Nottinghamshire DCFS
- Inclusion in our governors 'Round Robin E mail' keep up with school news

The Headteacher will cover the following in her briefing to new governors:

- Background to the school
- Current issues facing the school
- Monitoring visits by governors
- The relationship between the Headteacher 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

Governor Induction

The induction process will be co-ordinated by the Chair of Governors, along with named persons (e.g. Headteacher, Clerk). Everyone involved needs to follow the agreed programme in order to avoid duplication of tasks and ensure a comprehensive and supportive induction.

Task	Person Responsible	When
First contact: welcome new governor and give an outline of the role and responsibilities of the governing body, expected level of commitment to school and current issues facing the school.	CoG/HT	After election of governor
Arrange visit to school to talk to HT, tour the school with School Council and meet the staff and children	CoG/HT	Before first FGB meeting

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<p>Provide an induction pack containing</p> <ul style="list-style-type: none"> • List of governors and their responsibilities • Governor calendar including events, dates of meetings and school holidays • Minutes of last FGB meeting and Headteacher’s report • Contact details and email addresses for key personnel • School’s Code of Conduct • Website address • CRB form • Recent school Newsletter and The Governor • List of school staff, their responsibilities and job titles <p>Direct new governors to the websites for:</p> <ul style="list-style-type: none"> • Latest school Ofsted Report and Action Plan • Governing Body general support and information • Procedures for visits by Governors to the School • School website 	<p>Clerk/School Office to collate CofG to give to new governor</p>	
<p>Issue governor with DCFS “Guide to the Law for Governors” CD</p>	<p>Clerk</p>	<p>After first meeting</p>
<p>Arrange for a governor mentor to contact new governor, talk through the contents of the induction pack, answer any questions and provide information about school policies, procedures and legal requirements placed on the governing body.</p>	<p>CoG</p>	<p>Before first FGB</p>
<p>Add new governor’s name to governor and school email lists</p>	<p>Clerk/HT</p>	
<p>Give advice on support /training available and arrange a place on New Governor Course, as appropriate</p>	<p>Training Coordinator</p>	<p>After first FGB</p>
<p>At first FGB, introduce all governors, wear name lanyards, explain acronyms and jargon, explain context of each major agenda item</p>	<p>CoG/Mentor</p>	<p>At first FGB</p>
<p>After first FGB, mentor to follow up contact to provide further opportunity for questions/clarification of issues. Talk to new governor about a role within the governing body, committee structure, scope of works and agreed communication protocol. Discuss new governor’s interests and skills to match governor to relevant committee and arrange first committee meeting observer visit.</p>	<p>CoG/Mentor</p>	<p>FGB + 2 weeks</p>
<p>Arrange feedback from new governor, so that induction procedure can be updated and refined</p>	<p>Clerk</p>	

The governor mentor is available to help and support the new governor before, during and after their first meeting, as appropriate. He/she should have experience as a governor, a good understanding of educational terminology and acronyms and good interpersonal skills.

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NEW GOVERNOR CHECK LIST

Name of Governor _____ Date of Joining _____

ACTION POINT	ACTIONED
Welcomed to the Governing Body by the Chair	
Met with the Headteacher and received an informal briefing on the school	
Toured the school and met School Council, staff and children	
Met informally with mentor	
Attended first FGB meeting	
Reviewed first meeting with the mentor	
INFORMATION RECEIVED OR GIVEN ACCESS TO	ACTIONED
The School's Aims Statement	
List of governors and their responsibilities	
List of school staff, their responsibilities and job titles	
Details of the Governing Body Committees and terms of reference	
Minutes of last FGB meeting and Headteacher's report	
Policy documents relevant including Safeguarding and Child protection Policy	
DfES 'Guide to the Law for Governors' (CD version)	
Latest Ofsted report	
School Development and Improvement Plan	
Last two Headteacher Reports to Governors	
Calendar of events, dates of meetings and school holidays	
Contact details for key personnel, school email address and website address	
School's Code of Conduct, for visitors	
School Prospectus/Website (www.brookhill-leys.com)	
Recent School Newsletters	
TRAINING	
Attended New Governor training course	

Name: _____ (Full name of Governor)

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