



*'Growing, loving and learning in the arms of Mary'*

# **Governor Induction Policy**



## **Governor Induction Policy**

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### **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 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 pupils
- to explain the partnership between the Head Teacher, school and Governing Body
- to explain the role and responsibilities of governors
- to explain how the Governing Body and its committees work
- to enable new governors to join the committee(s) of their choice
- to give background material on the school and current issues
- to enable new governors to ask questions about their role and/or the school.

### **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
- have the opportunity to meet informally with an existing governor who then acts as their mentor
- be accompanied by their mentor to their first full Governing Body meeting
- have the opportunity to review their first meeting with the mentor.

### **New governors will receive from Governor Support:**

- the new governor induction pack
- the instrument of government which notes the composition of the governing body
- a DBS application form
- a governor details form
- an eligibility form
- a membership list for the governing body
- the code of conduct for the governing body
- the committee structure, terms of reference and membership for the governing body
- the Governor Support Service Development Directory
- copy of the most recent Governor Support Service newsletter

### **New governors will receive from the school:**

- the school profile
- the school prospectus
- recent school newsletters
- a calendar of school events

- the school improvement plan (SIP)
- the school's latest OfSTED report
- a full list of staff and the staffing structure
- copies of the key policy statements including the school visits policy
- a full set of papers from the last full governing body meeting
- details of how to contact the other governors
- details of how to contact the school including the email address.

**Foundation Governors will receive from the Diocese:**

- information about governing a catholic school
- an invitation to attend training

**Areas the Head Teacher will cover include:**

- background to the school
- current issues facing the school
- visiting the school
- the relationship between the Head Teacher 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
- how to propose agenda items
- Governor training.

## **New Governor Checklist**

(Governor please tick once actioned)

- Welcomed to the governing body by the Chair
- Invited by the Head Teacher to visit the school
- Toured the school and met staff and pupils
- Received an informal briefing from the Head Teacher
- Met informally with an existing governor who will act as mentor
- Reviewed first governing body meeting with mentor

### **Have you received from Governor Support?**

- The new governor induction pack
- the instrument of government which notes the composition of the governing body
- a DBS application form
- a governor details form
- an eligibility form
- a membership list for the governing body
- the code of conduct for the governing body (if one has been agreed)
- the committee structure, terms of reference and membership for the governing body
- the Governor Support Service Development Directory

### **Have you received from the school?**

- the school profile
- the school prospectus
- recent school newsletters
- a calendar of school events
- the school improvement plan (SIP)
- the school's latest OfSTED report
- a full list of staff and the staffing structure
- copies of the key policy statements including the school visits policy

### **Have you received from the diocese?**

- information about governing a catholic school
- an invitation to attend training

### **Has the 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 Governing Body.

### **As a new governor I have:**

- booked onto the 3 sessions of Local Authority National Induction Training Programme
- submitted a DBS form, governor details form and eligibility form to Governor Support.