

Woolenwick Junior School New Governor Induction policy V1

Policy Name	New Governors induction policy
Created by	CS/GB
Responsibility of	School improvement
Reviewed by	GB
This Review Date	May 2013
Next Review Due	2017
Cycle	4 years
Ratified by Full Governing Body on	12/6/13

Version History

Version	Amendments	Date	Author
V1	reviewed	May 2013	CS

The Governing Body and Headteacher 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, staff and children
- 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 of their choice

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher 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 Headteacher
- 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 the 'New Governor induction pack' which includes information on, or where to find information on the following

- School Prospectus / Profile
- Guide to the law CD
- Current Governor publications
- Mentor Governor contact information
- Calendar of works for GB
- GB terms of reference
- Useful website information
- GB contact list
- List of delegated / linked roles of all Governors and their responsibilities
- GB aims for the upcoming year
- Current GB Newsletter
- Staff list
- Governor visit to school policy and form
- Dates and information for training including their GB id number for online booking of training
- Code of conduct Policy
- New Governor Policy
- School Contact information
- Pre appointment check form
- Skills audit
- Details of the Governing Body committees including their terms of reference
- Dates for GB meetings including committee meetings for the rest of the year.
- Calendar of school events

New governors are also recommended to read:

- The School Improvement Plan
- The latest Ofsted report and action plan
- Policy documents relevant to committee membership
- The monitoring performance and evaluation policy
- The school visits policy

Areas that the Headteacher will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and Governing Body
- Ensure the new Governor is processed for a CRB check

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