



## **Governors Induction Policy**

Category: Non-Statutory	Approved by: Full Governing Body
Approved: June 2022	Next Approval due: June 2025
Initial Review by: Chair of Governors	Formal Review by: Teaching Learning & Care Committee
Linked Policies: Equality Policy	

### **Our Christian Vision:**

*Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.*

### **What is Induction?**

Everyone who becomes a school Governor, whether or not they have been directly involved with education, takes on a new role when they become a member of a governing body. However much the individual may already know about the particular school or education, it is important that they are given the opportunity to undergo an induction programme. Good induction should prevent misunderstandings about the individual's role and help support the development of a positive relationship with other members of the governing body, the head teacher and members of the school staff. Induction should be a planned programme of support, information and visits that starts as the Governor takes up their appointment and continues over at least the first six months. It should involve members of the governing body, the clerk and the head teacher.

### **What information should be included?**

West Berkshire Governor Support Service sends out an information pack to all new Governors that includes some introductory information. In addition to this pack, Governors are advised to work through the New Governor Induction Checklist (Appendix 1) with the Clerk to Governors, Chair of Governors and Head Teacher as well as access information available from the school website.

### **Introduction, Meetings and Visits**

As part of the welcoming process, **all** new Governors will have an opportunity to individually meet some of the key people and make a school visit.

### **Appointment and Introductory Meetings and Visits**

Upon appointment to the Governing body, the following sequence of events will occur:

#### **1. Introduction from Clerk**

You will initially be contacted by the Clerk to the Governors who will confirm your appointment, and will introduce you to the Chair and the head teacher.

#### **2. Meeting with the Chair**

The Chair of Governors will contact you to arrange an introductory meeting. This meeting will cover:

- The Governors role and ground rules and working practices.
- Explore how the individual's knowledge, skills, and interest can be best used. As a Governor you will be expected to be part of one of the school's committees, so understanding your skill sets and interest help to find the best committee(s) to join.
- Discuss the in-school and governing body induction programme.
- Provide information on how to access the school website and documentation.
- Discuss external training (currently provided by the Local Authority) as well as the online resource of 'The Key for Governors'
- Provide an introduction to understanding school data and the School Development Plan (SDP).

### **3. Meeting with the Head Teacher**

The Head teacher will arrange an introductory meeting, even if the new Governor is a member of staff. It is an opportunity for the head teacher to provide details about the school and highlight the current school priorities as well as any particular challenges.

### **4. School Visit**

A school visit, to familiarise the new Governor with the school (staff, pupils, and buildings) should be planned soon after the new Governor is appointed. Again, for members of staff or other people who are well known at the school, it is good practice for there to be a short visit to mark the person's start as a Governor. This visit can take place during the meeting with the head teacher.

## **What Else Happens?**

### **Mentor**

You will be assigned a mentor (an existing School Governor) who will help with your induction.

### **Meetings**

At their first meeting, new Governors should be introduced to the other Governors. Any technical jargon used should be clearly explained. Chairs of meetings should take time to explain any abbreviations or jargon and, on occasions, a very brief background explanation to what is being discussed.

### **Support, Training and Development**

All new Governors are strongly advised to undertake the New Governor Induction course soon after becoming a Governor. This training is free to all Governors and Associate Members who subscribe to the West Berkshire Governor Support Package. After this, they are expected to undertake ongoing training and development throughout their time as a Governor.

### **Electronic communication tools used by the Governing Body**

The school is committed to using electronic forms of communication to make it easier for Governors to communicate with each other and reduce paperwork. All Governors are provided with a '@woolhampton.school.org' e-mail address. Governors use this e-mail address to log onto the school Governors website. Any Governor documents can be downloaded and viewed via the **Documents** app as well as share team drive. All governors are also expected to sign and adhere to the school's Acceptable Use of the school's ICT (Information Communication Technology) and Internet systems Agreement.

This policy is to be reviewed by the TLC (Teaching Learning & Care) Committee and approved by the Full Governing Body every three years. Where Governors are conducting meetings on-line they should be mindful of maintaining the high levels of privacy and confidentiality..

## **APPENDIX 1**



### **New Governor Induction Checklist**

<b><i>New Governor Forms for Completion</i></b>	<b><i>Date Completed</i></b>
Governor Declaration Form	
Register of Business Interests	
West Berkshire Governor Code of Conduct	
Keeping Children Safe In Education (KCSIE)	
Data Protection Form	
Acceptable Use of the school's ICT & Internet systems Agreement	

<b><i>Induction Tasks for Completion</i></b>	<b><i>Date Completed</i></b>
DBS (Disclosure & Barring Service) Check	
Section 128 Check	
School e-mail account set up & access to Google Drive	
Mentor Governor arranged	
West Berkshire New to Governance Training	
Child Protection Level 1 Universal Safeguarding Training	
Prevent Training	
Introduction meeting with Chair of Governors & Clerk to Governors	
Met with Head Teacher and had tour of the school	
Clerk to notify West Berkshire Governor Services via Governorhub and the Diocese of new governor's appointment	

<b><i>Information received as a new governor</i></b>	<b><i>Tick List</i></b>
Access information for "The Key for School Governors" website (set up login)	
Access information for NGA (National Governance Association) on-line training courses (set up login)	
Governing Body Calendar/Annual Planner	
Information on Lead Governor role/area of responsibility – <i>if relevant</i>	
Analysing School Performance (ASP) access details (from head teacher)	
School Development Plan (SDP)	
Ofsted Self-Evaluation Form (SEF)	
SIAMS (Statutory Inspection of Anglican & Methodist Schools) SEF	

<b><i>Information available from the School Website</i></b>
List of Governing Body members
List of Governing Body committees and their Terms of Reference
Governing Body meeting dates
Minutes of previous FGB (Full Governing Body) meetings
List of school staff
School Policies
Most recent Ofsted Report