



GOVERNOR INDUCTION POLICY

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. Prior to appointment and Induction prospective Governors should have completed a Declaration as to their eligibility to serve, and provided evidence of Identity.

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 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 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 their mentor.

New governors will receive:

- The Department for Education and Skill's latest guidance for School Governors
- **Cambridgeshire Governor Services Support and Development Programme**.(circulated by the Clerk)
- Details of the Governing Body committees including their **Terms of Reference**

- Dates for future **Governors meetings** including committees.(Induction Pack)
- Details of how to contact the other governors.
- Details of how to contact the school including the e-mail address.
- A calendar of school events.
- Recent school newsletters.
- Minutes of the last full Governing Body meeting.
- The school's **Code of Practice for the Governing Body** (available <http://wytonprimaryschool.org.uk/Policies.htm>)

New governors are also recommended to read:

- The Single Plan for raising attainment.
- The latest **Ofsted report**.(available <http://wytonprimaryschool.org.uk/Ofsted.htm> and () <http://wytonprimaryschool.org.uk/Ofsted.htm>
- Policy documents relevant to committee membership.
- The Governor School Visits Policy.
(<http://wytonprimaryschool.org.uk/Policies.htm>)

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.

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.

Areas that the Clerk will cover include:

- Notify Cambridgeshire Governor Services of the new governor's details.
- Provision of the documentation for the new governor.
- Assisting the Chair and Headteacher as necessary.

REVIEW OF POLICY

This policy will be reviewed at least annually.

APPENDIX A

Checklist

No	Procedure/Action/Documents	√
1	Welcomed to the Governing Body by the Chair (<i>first Meeting</i>)	
2	Invited by the Headteacher to visit the school	
3	Toured the school and met staff and children	
4	Received an informal briefing on the school from the Head (<i>including Background/Issues faced/Governor Staff relationship</i>)	
5	Meet informally with an existing governor (mentor)	
6	DfEE's "Guide to the Law for Governors" (<i>available via DfEE's website</i>)	
7	School prospectus (<i>On School's web site</i>)	
8	Cambridgeshire Governor Services Training Programme (<i>Published Termly and forwarded by the Clerk</i>)	
9	Details of the Governing Body committees (including Terms of Reference)	
10	Dates for future governors' meetings including committees	
11	Details of how to contact the other governors	
12	Calendar of school events (<i>on School website</i>)	
13	Minutes of the last full Governing Body meeting	
14	Governor School Visits Policy (<i>on School website</i>)	
15	Latest Ofsted report (<i>on School website</i>)	

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
 If there are any discrepancies, please contact your mentor or Chair.