Meltham CE (C) School

New Governor Induction Policy

Policy Date:	2021	Version:	1.4
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Approved by:	Chair of Governors: P White		
Review Date:	2024		

1.0 Aims

The aim of this policy is to provide a framework for the governor induction process to ensure that new governors are given the necessary information and support to fulfill their role with confidence.

2.0 Roles and Responsibilities

It is the responsibility of the school (Headteacher or Chair of Governors) to use this policy to ensure that every new governor receives all the appropriate information, or to delegate this task to others, for example to the governor with special responsibility for training.

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3.0 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.
An appropriate induction process is important to enable new governors to feel welcomed and to take their place on the governing body as soon as possible. The process is seen as an investment, leading to more effective governance and retention of governors.

3.1 Information from the Local Authority
On election or appointment (depending on type of governor) the Local Authority (LA) writes to all new governors and invites them to a welcome session where they will meet staff from the School Governor Service and other new governors from across the LA. In addition, new governors are provided with an Induction Pack (See section 3.4 for list of contents). Governors are strongly encouraged to attend the Induction Course which is delivered by experienced officers from the LA and explains the Roles and Responsibilities of Governors.

3.2 School-based Induction
The Induction Course and the information from the Local Authority are only part of the process and the school-based induction is equally important. Meltham CE School has adopted the following policy for new governor induction.

The purpose of the School-based induction for governors is
- 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 committee(s) work
- To allow new governors to join the committee(s) of their choice

As part of the induction 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 the 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

3.3 School Documents
New governors will receive the following documents from the school:
- Dates of future governors' meetings
- List of governors and the committees to which they belong
- Details of the governing body committees including their terms of reference
- Copies of the minutes of the previous two governing body meetings
- Governors' Visit Policy
- The latest Headteacher's Report to Governors
- Details of how to contact the school including the email address
- A list of staff and their responsibilities
- The current School Development Plan
- Governors' Code of Conduct
- New Governor Induction Checklist

These may be provided in either electronic or paper form.

New governors will be advised where to find the following documents on the school website:
- The School Prospectus
- The latest OFSTED report
- Recent school newsletters (Headlines)

3.4 Documents provided by the Local Authority

The School Governor Service will provide:
- A copy of the school's Instrument of Government
- A DBS disclosure application form or information on applying for DBS clearance on-line
- An invitation to attend an LA New Governor Welcome Session
- An invitation to attend an Induction Course
- A new governor Induction Pack which includes:
  - Information relating to LA support for governors
  - A copy of the NGA book "Welcome to Governance"
  - The last two editions of "The Governor" newsletter / Bulletin
  - An information sheet about what governors and schools should expect of each other
- The Department of Education "Guide to the Law for Governors"

4.0 Appendices

4.1 New Governor Checklist

Induction Step	Completed
Welcome to the Governing Body by the Chair	
Invitation from the Headteacher to visit the school	
Tour of the school to meet staff and children	
Informal briefing on the school from the Head, including background to the school, current issues facing the school, visiting the school and the relationship between the Headteacher and Governing Body	
Informal meeting with an existing governor (who will act as mentor) and discussion including an overview of the governor's role, how the full Governing Body and committee meetings are conducted, how to propose agenda items and governor training	
Completion of a skills audit	

4.2 Documents for New Governors

Document	Received
Dates of future governors' meetings	
List of governors and the committees to which they belong	
Details of the governing body committees including their terms of reference	
Copies of the minutes of the previous two governing body meetings	
Governors Visit Policy	
The latest Headteacher Report to governors	
Details of how to contact the school including the email address	
A list of staff and their responsibilities	
The current School Development Plan	
Governors' Code of Conduct	
Local Authority's Induction Pack	
DfE "Guide to the Law for Governors"	