

Little Paxton Primary School



Policy: GOVERNOR INDUCTION POLICY

Last reviewed & Approved: October 2015

Next review due: Autumn 2018

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(s) of their choice where possible

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be contacted initially by the clerk to ensure that all the preliminary correct checks have been done as appropriate to the type of governor
- Be given the relevant documentation by the clerk who will provide the initial explanation of these as necessary
- Be welcome to visit the school and have the opportunity to tour the school and meet staff and children. At this time they will receive an informal briefing on the school from the Head Teacher or another senior member of staff. Please ask at the school office for an appointment.
- 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 governors' meeting with the mentor

New governors will receive via email from Cambridgeshire Governor Services:

- Welcome information for new governors
- Details of The New Governor Induction Course
- Details of other courses on offer to all governors.
- A link to the Department for Education Governor Handbook.

New governors will receive via email from the Clerk:

- A governor portal email address
- Details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committees
- Details of how to contact the other governors
- Code of Practice
- The Schools Instrument of Government

Governors are strongly advised to access the following information on the schools website <http://littlepaxton.cambs.sch.uk/>:

- Minutes of the last 3 full governing body meetings which can be found on the school website
- The latest Ofsted report
- Policy documents relevant to committee membership
- The monitoring performance and evaluation policy
- The school visits protocol
- Governors Annual Report to parents

Areas that the Headteacher or other member of staff 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 – Training programme available specifically for new governors and other relevant courses as recommended by Governor Services.

New Governor Checklist

Please use for your own personal record

- Welcomed to the Governing Body by the Chair (.....)
- Toured the school and met staff and children (.....)
- Received an informal briefing on the school (.....)
- Met informally with an existing governor
(who will act as mentor) (.....)
- Reviewed first meeting with the mentor (.....)

Have you reviewed:

- DfES "Governor Handbook" (.....)
- (.....)

Education Authority's governor training and development programme (.....)

Details of the Governing Body committees
(including their terms of reference) (.....)

Dates for future governors' meetings including committees (.....)

Details of how to contact the other governors (.....)

Details of how to contact the school
(including the e-mail addresses) (.....)

School Improvement Plan (also known as a Termly
Operational Plan or TOP) (.....)

Latest Ofsted report and action plan (.....)

Policy documents relevant to committee membership (.....)

Latest Annual Report to parents (.....)

Performance and evaluation policy (.....)

School visits policy (.....)

Have you been given or offered:

Background to the school (.....)

Current issues facing the school (.....)

Visit to the school (.....)

Overview of the governor's role (.....)

Relationship between the Headteacher and Governing Body (.....)