

Parrett and Axe CEVA Primary School

Guidance for induction of new governor's

Context

It is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. At Parrett and Axe we are committed to ensure new governors are given the necessary information, training and support to fulfil their role with confidence and to the best of their abilities.

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 Head teacher, staff and children
- To explain the partnership between the Head teacher, 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 the school
- To explain how the Governing Body and its committees work
- To allow new governors to join the committee(s) of their choice
- Understand the importance of confidentiality and consequences of a break in confidentiality; and
- Identify training needs for each individual governor

New Governors will:

- Be welcomed to the Governing Body by the Chair at the first full governing body meeting after they take up post
- Be invited by the Head teacher to visit the school to experience its atmosphere, understand the schools ethos, and meet the staff and children
- Be given access to the background material on the school and current issues
- Receive an informal briefing on the school from the Head teacher and/or Chair
- Be asked to complete a DBS (formerly CRB) check and declaration
- Have the opportunity to meet informally with an existing governor who could then act as their mentor
- If required, be accompanied by their mentor to their first full Governing Body meeting
- Have the opportunity to review their first meeting with either their mentor or the Chair of the Governing Body; and
- Be encouraged to access training, including induction training for governors

New Governors will be given access to the following documents:

- The School Development Plan (*)
- The School Self Evaluation Form (*)
- The School Prospectus / documentation / website information (*)
- Latest Ofsted Report (*)
- Minutes of the last full Governing Body meeting (*)
- Details of the Governing Body committees including their terms of reference (*)
- Dates for future governors' meetings including committee meetings
- The Local Authority Governor Services' Welcome Pack and governor training programme
- List of staff, responsibility areas and job titles (*)
- List of governors names and responsibility areas (*)
- Contact details for the school the other governors
- Recent School Newsletters (*)
- Agenda for the next Full Governing Body meeting and copy of the minutes of the last Governing Body meetings (not confidential minutes)
- DBS (formerly CRB) form, which will need to be completed online.

* All available from the school website

The Head Teacher will cover the following in the briefing to new governors:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Head teacher and Governing Body

Areas that the Mentor will cover include:

- An overview of the governor's role (including a mention of confidentiality and acronyms)
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Governor training

Governor Induction

The induction process will be co-ordinated by either the Chair of the Governing Body or the Head teacher, and will include the following items:

Task	Person responsible	When
First contact: welcome new governor and give an outline of the role and responsibilities of the governing body, expected level of commitment to school and current issues facing the school.	CoG/HT	After election
Arrange a school visit to talk to HT, tour the school and meet the staff and children	HT	Before first FGB meeting
Add new governor's name to the governors e-mail list and the school website	Clerk/HT	After election
Ask the new governors if they would like to be given a Governor Mentor. Mentor is available to help and support the new governor before, during and after the first meeting.	COG	Before first FGB meeting
At first FGB meeting introduce the new governor. Explain when appropriate acronyms and context of each major agenda point.	CoG	At first FGB meeting
After first FGB, mentor or COG to follow up with the new governor to allow the opportunity for questions/clarification of issues	CoG / Mentor	After first FGB meeting
Talk to new governor about roles within the governing body. Committee structure, scope of works and agreed communication protocol.	CoG	After first FGB meeting
Give advice on available training. Arrange a place on (1) the Governors induction course and (2) Safeguarding in Schools 1 course.	Clerk	After first FGB meeting
Arrange feedback from the new governor	CoG	At an appropriate time after either first term or first anniversary of appointment