



Policies/Procedures

Governor Induction Procedure

Next review date – March 2023



Purpose of the induction procedure

- To welcome new governors to the governing body and enable them to meet other members
- To encourage governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Senior Leadership Team, (Executive Head, Head of School, Deputy Head, Director of Business Services), staff and students
- To explain the partnership between the Executive Head, school and governing body
- To explain the role and responsibilities of governors including the dual role of staff governors as employees and members of the governing body
- 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 explain how the Link Governor role should work and discuss allocation of Link areas
- To explain how information is shared and communicated with governors

New governors will:

- Be welcomed to the governing body by the Chair
- Be invited by the Executive Head and Head of School to visit the school
- Have the opportunity to tour the school and meet staff and students
- Receive an informal briefing on the school from the Executive Head and Head of School
- Have the opportunity to meet informally with the Vice Chair or another experienced governor who will then act as their mentor
- Be accompanied by their mentor to their first meeting (if required)
- Have the opportunity to attend all committee meetings before deciding which committee they would like to join
- Be allocated a link role where a vacancy exists
- Be given an overview of the Google Drive and how it works

New governors will have access to (via the Google Drive):

- Details of the governing body committees including their terms of reference
- Dates for future governors' meetings including committees
- Details of how to contact the school and other governors
- The current school development plan
- Details of training courses including online modules
- Information regarding other resources including The Key for Governors and NGA.
- Minutes of the last 2 full governing body meetings
- The Governance Handbook.

Areas that the Executive Head/Head of School will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school

Areas that the Vice Chair/mentor will cover include:

- An introduction to the Google Drive and where to find important documents/information including:
 - Governance handbook
 - Governor code of conduct
 - Governor competency framework
 - Committee structure
 - Remits of governor committees

- Academies financial handbook
 - School priorities
 - Governor training opportunities
- An overview of the governor's role including the relationship with the school leadership team
 - How the full governing body and committee meetings are conducted
 - A welcome from the Chair and introduction to other governors/members of the meeting
 - Governor training – make new governors aware of the importance of the induction training courses and continuing governor development through training providers
 - Link Governor – how the process works and offer guidance and support

Areas that the Clerk will cover include:

- Registration with Companies House and DBS checks
- Provision of ID card and log-on details for the gmail system and Google drive (where all documentation can be found)
- Provide printed key documents if requested

Prepared by: Mrs J Lawrence and Mrs T Goodwin

Approved by the Governing Body:

Signature: 

Name: Mrs C Burgess, Chair of Governors

Date: 30th March 2020

To be reviewed in 3 years

Date for review: March 2023