



**Nottingham  
Diocese**  
Multi Academy Trusts

**CATHOLIC SCHOOLS**  
*Moving Forward Together*

# New Local Governor Welcome Statement and Checklist



## **WELCOME STATEMENT FOR NEW LOCAL GOVERNORS**

**This document is for the newly appointed governor. It is provided to them to help them to know what to expect to receive as part of their welcome onto the Local Governing Body and to have a record of what they have received. It is also designed to be an aid to the welcome review meeting with the Chair of Governors.**

The Catholic Schools in the Diocese of Nottingham are part of Catholic Multi Academy Trusts (CMATs). Each of the Catholic Schools in the CMAT has a Local Governing Body which is a Committee of the CMAT and which share with the CMAT Board a responsibility to promote high educational standards and ensure that the school is conducted as a Catholic school in accordance with the wishes of the Bishop of Nottingham. As a local governor you therefore also share in those responsibilities.

To help you to fulfil this expectation it is essential that as a new local governor you receive a comprehensive welcome to ensure that you are equipped with the necessary information, tools and support to fulfil your role with confidence. This process is an investment, leading to more effective governance.

Your CMAT will be in touch shortly to arrange your welcome briefings with the Chair of the Local Governing Body and School Headteacher. The aim of the briefing with the Chair is to ensure that you understand fully the role of the local governor including the core functions, expectations on behaviour and on how local governors work with the school leadership team. The briefing will also cover how the Local Governing Body works and how you should prepare for those meetings. The briefing by the School Headteacher will cover the key challenges facing the school and the priorities for its immediate and long term development.

Finally, you should also receive details of the governor training programme and other support and resources available to you

### **Summary of the purpose of the welcome for new local governors**

- To explain the role and responsibilities of local governors and enable you to ask questions about the role
- To explain who the other local governors are, how the Local Governing Body works and the role of SEND and Safeguarding linked local governors
- To review your skills and background and the specific contribution you can make to the work of the Local Governing Body
- To meet the Head Teacher, tour the school and meet with staff and pupils
- To explain the partnership between the Head Teacher, school and Local Governing Body
- To give background material on the school and current issues

### **New governors will receive**

- A copy of the NRCDES Local Governing Body Handbook
- A copy of the most up to date version of the School Development Plan
- The full school staffing structure
- Guidance on how to log on and use Trust Governor

- Details of what information, including school plans, data and policies is available through Trust Governor
- Details on accessing information on the School, CMAT and NRCDES websites
- Information on the governor training programme and how to access this and other support
- The Code of Conduct for the Local Governing Body [*for signature*]

**The Chair will cover in their briefing:**

- An overview of the governor role
- Your skills and background and how you can make the most effective contribution to the work of the Local Governing Body
- How the Local Governing Body works including details of other local governors, how meetings are conducted, how to propose agenda items and how to prepare for meetings
- The role of SEND and Safeguarding linked local governors
- The relationship between the Head Teacher and the Local Governing Body
- The relationship between the school, the Catholic Multi-Academy Trust, and NRCDES
- Undertaking visits to the school

**The Head Teacher will cover in their briefing:**

- Background to the school
- Summary of key challenges and priorities facing the school
- Details of staff including leadership structure and leads for SEND and Safeguarding
- Details of core information and documentation about the school and where to find it

## NEW LOCAL GOVERNOR CHECKLIST

### The new local governor should ensure that:

- You have been welcomed by the Chair and received a briefing from them on the work of the Local Governing Body
- You have visited the school at the invitation of the Head Teacher
- You have toured the school and met staff and pupils
- You have received an informal briefing about the school from the Head Teacher
- You have reviewed your experience of your first Local Governing Body meeting with the Chair

### Have you received the following?

- The *CMAT* new governor induction pack (*if one is available*)
- The NRCDES Local Governing Body Handbook
- Trust Governor login information and a guide to the use of Trust Governor
- Information on relevant websites and where to find key school information
- The code of conduct for the governing body
- Details of the governor training programme and how to book onto courses

### Have you received or been directed to?

- The school's most recent School Development Plan
- The school's most recent School SEF (Self Evaluation)
- The school's most recent pupil attainment comparison data
- The school's latest Ofsted report
- The school's latest Diocesan Canonical Inspection report
- The school's School Curriculum Structure
- Recent school newsletters
- A calendar of school events
- A full list of staff and the staffing structure

### Has the Chair covered?

- Overview of the governor role
- Your skills and background and how you can make the most effective contribution
- How the Governing Body works
- The role of SEND and Safeguarding linked local governors
- Details on the other local governors and how to prepare for the first Local Governing Body Meeting
- Relationship between the Head Teacher and the Local Governing Body
- Relationship between the school, the Multi Academy Trust and the NRCDES
- Visiting the school
- Arrangements for reviewing your first local Governing Body meeting

**Has the Clerk?**

- Covered access to and initial use of Trust Governor
- Shared or directed you to the last set of Local Governing Body minutes

**Has the Head Teacher covered?**

- Background of the school
- Key challenges and priorities for the school
- Details of staff including staffing structure and leads for SEND and Safeguarding
- Details of core information and documentation about the school and where to find it

**As a new governor I have:**

- Booked onto the Effective Governor training provided
- Booked on/undertaken Safeguarding training
- Booked on/undertaken Prevent training

**Date of welcome review meeting with Chair of Governors: .....**

*(note: the meeting should take place within the first school term of the new governor's appointment)*

**Governor**

**Name.....**

**Signed.....**

**Chair of Governors**

**Name.....**

**Signed.....**

*Please retain original copy for your own records and forward a copy to the Local Governing Body Clerk.*