



New Governor Induction Policy



INDUCTION POLICY FOR NEW GOVERNORS

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 an investment, leading to more effective governance.

As a Governor, you share in the strategic responsibility of promoting high educational standards and ensuring that the school is conducted as a Catholic school in accordance with the wishes of the Bishop of Nottingham.

Purpose of induction

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the school
- To meet the Head Teacher, staff and pupils
- To explain the partnership between the Head Teacher, school and Governing body
- To explain the role and responsibilities of governors
- To explain how the Governing Body work
- To give background material on the school and current issues
- To enable new governors to ask questions about their role and/or the school

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head Teacher
- Be accompanied by their mentor to their first full Governing Body meeting
- Have the opportunity to review their first meeting the mentor
- Receive guidance on use of Trust Governor

New governors will receive

- Log on details for Trust governor
- The code of conduct for the governing body [*for signature*]
- The school's latest Ofsted report
- The school's latest Diocesan Canonical Inspection Report
- A full list of staff and the staffing structure
- School strategic objectives and targets
- Information on relevant websites and where to locate key information and documents
- Details of Governor Support and training available

Areas the Head Teacher will cover in their briefing will include:

- Background to the school
- Current issues facing the school
- Relationship between the Head Teacher and Governing Body
- Relationship between the school, the Academy Trust, and NRCDES
- An overview of the governor's role
- How the full Governing Body meetings are conducted
- How to propose agenda items
- Visiting the school

Copies of school policies will be made available through Trust Governor

New Governor Checklist

- Welcomed to the governing body by the Chair
- Invited by the Head Teacher to visit the school
- Toured the school and met staff and pupils
- Received an informal briefing from the Head Teacher
- Met informally with an existing governor who will act as mentor
- Reviewed first governing body meeting with mentor

Have you received the following?

- The new governor induction pack
- Trust Governor Log on information and a guide to use of Trust Governor
- Information on relevant websites and where to find key information
- The code of conduct for the governing body

Have you received or been directed to?

- The school profile
- The school prospectus
- Recent school newsletters
- A calendar of school events
- The school development plan
- The school's latest Ofsted report
- The school's latest Diocesan Canonical Inspection report
- A full list of staff and the staffing structure
- A copy of the school targets
- Trust Governor site log on details
- Details of training opportunities

Has the Head Teacher covered?

- Background to the school
- Current issues facing the school
- Overview of the governor role
- Relationship between the Head Teacher and the Governing Body
- Relationship between the school and Academy Trust and the NRCDES
- Your skills and any specific role you may have as a linked governor
- Visiting the school

As a new governor I have:

- Booked onto relevant Induction Training Programme provided by the school, the CMAT or NRCDES
- Submitted a DBS application, governor details form and eligibility form to The Clerk

Name.....

Signed.....

Date.....

Please retain original copy for your own records and forward a copy to the Clerk.