

Ilchester Community Primary School

Induction Policy for New Governors

The Governing Body and Headteacher believe it is essential that all those new to governance receive a comprehensive induction package covering a broad range of issues and topics directly related to the school to include the New Governor/Trustee Induction and Safeguarding training sessions provided by SSE-Governance in order to support a greater understanding of governance responsibilities.

There is a commitment to ensure that the necessary information and support is provided to ensure that those new to governance can fulfil their role with confidence; the process is seen as an investment, leading to more effective governance and retention of those willing to give up their time to support outcomes for the young people in our educational setting.

Purpose

- ✓ To welcome new Governors to the Governing Body and enable them to meet colleagues.
- ✓ To encourage new members 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 Governing Body, the Headteacher, Staff and the wider school community.
- ✓ To explain their role and the responsibilities of governance.
- ✓ 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, where applicable, its committees work.
- ✓ To allow new Governors to join the committee(s) of their choice.
- ✓ To encourage new Governors to volunteer for lead roles based on skills and interests

Induction Procedure

1. When a new Governor's appointment is confirmed, the Clerk will send an appointment letter confirming their category, term of office dates and a welcome pack containing key items of information, (see example below).
2. The Clerk will request the new member to complete a declaration of interests' form, to read and sign acceptance of the governance code of conduct. The new Governor will also be asked to confirm that they are not disqualified from taking up the position by any of the disqualification criteria and to provide documentation to undergo a Disclosure Barring Service (DBS) check. **NB: The Governing Body has also agreed that a DBS update / check will be completed every four years at the start of a new term.**
3. The Headteacher will arrange a tour of the school, including meeting staff and children.
4. The Headteacher will provide an informal briefing on the school explaining the way it works, the current issues facing it, the number of children on roll and the trend in pupil numbers, the catchment area from which the children are drawn, an explanation of how classes are organised and how the curriculum is delivered, a list of staff (both teaching and non-teaching).
5. The Chair will provide an informal briefing on the role and responsibilities expected from Governors, including information on committee structures and training courses available to assist them in their role, how to conduct visits; the relationship between the Headteacher and Chair and the relationship between the Headteacher and the Governing Body.
6. The Chair will arrange an informal meeting with an existing Governor who will act as mentor to the new Governor and support them as needed for their first full board meeting where they will be welcomed by the Chair.
7. The Clerk will arrange access to the school website for information about the school, such as details about the pupil premium and the most recent performance results, along with access to the Governors folders. Governors will also be issued with a school email, in line with the school ICT policy.
8. The Clerk will provide information on the services offered by SSE-Governance to support them such as the website and its resources, along with the training programme and the advice and support via telephone and email.

New Governor Welcome Pack (Shared links or on-line documents will be the usual way to share information, although printed copies will be available on request).

The 'welcome pack' should include or have reference to:

General Items

- Governor Declaration of Interest form (to be completed)
- Governor Code of Conduct (to be accepted)
- List of education jargons and acronyms
- Names of staff and their classes for the school
- Protocol for visits and framework for monitoring – details of Class link
- Details of the SSE-Governance Training and Development Programme with particular reference to New Governor/Trustee Induction and Safeguarding training courses.
- DfE Governance Handbook (on-line link)
- School Governors Allowances and Expenses policy

Information on the Governing Body

- Instrument of Government
- List of current Governors, categories and terms
- Committee Structure and Terms of Reference
- Access to Governing Body and committee Minutes and Agendas
- Dates of future meetings and school events

Information on the School

- School Safeguarding Policy
- School Prospectus (link to website)
- School Improvement Plan
- School Self-Evaluation Information
- Latest Ofsted Report (available via the Ofsted website at www.ofsted.gov.uk)

Adopted by the Governing Body on 21st November 2024

Reviewed Annually

Policy Owner: Charlotte Jones – Clerk to Governors