

GUSTON CHURCH OF  
ENGLAND  
PRIMARY SCHOOL



# Governor Induction Policy

**Approved and adopted by governors: 10 December 2020**

**Date for review: December 2021**



# GUSTON CHURCH OF ENGLAND PRIMARY SCHOOL

## **Governor Induction Policy**

A Policy for governor recruitment, induction and retention

### **Purpose**

We recognise that

- governors are interested in education and want to contribute to the school's work and the community
- the effectiveness of the governing body is enhanced by being able to maintain a full complement of governors which is reflective and representative of the communities they serve, from all walks of life and with a wide range of experiences
- the governing body is skills based and governors participate in regular skills audits to ensure the school has a governance structure that continues to serve all its needs

Effective induction and training for governors by the school and governing body has been shown to result in

- a more effective contribution over time to the work of the school and the governing body
- a greater degree of interest by governors
- more supportive governors who are keen to communicate the good aspects of the school in the local community and
- greater clarity for governors in understanding the governing body's work, roles and responsibilities

The purpose of this policy is to support the recruitment, effectiveness and retention of governors by ensuring that they become familiar with:

- the school and its community
- the governance of the school; and
- the general role and responsibilities of a school governor.

### **Recruitment**

The Chair of Governors takes a lead on recruitment and retention issues and helps to attract candidates by communicating the benefits of being a governor.

We plan recruitment and succession planning by reviewing terms of office at our governing body meeting held in September each year. We will encourage governors whose terms of office are coming to an end to serve a second term, if necessary as a different category of governor.

We will use a number of means of attracting parent governors including newsletters, the school's website and parent meetings and will utilise links and partnerships with community groups and local employers to recruit co-opted governors. As of 18 March 2016, the School Governance Constitution Regulations 2012 has been amended so that all serving governors in maintained schools are required to have an enhanced criminal records certificate (enhanced DBS)). For all new governors elected or appointed on or after April 1st 2016, this must be applied for within 21 days after the Governor's appointment or election

All governors must read and sign to acknowledge Keeping Children Safe in Education Parts 1 and 2 as well as undertake Prevent Training.

We will where appropriate and in line with our Instrument of Government, encourage retiring parent governors to continue as a co-opted governor.

## **Induction**

New governors will be provided with the following support as soon as possible after appointment to allow time to read materials, meet key members of the governing body and raise questions and concerns before formally taking on the role:

### **New Governor Induction Pack:**

A jargon free welcome pack which the Chair of Governors will maintain with the help of the training & development governor and Clerk which will include:

- a letter of welcome from the Chair of governors
- school prospectus
- list of governors including their responsibilities, length of term, biographies and contact details
- the committee structure and membership
- the school development plan
- the school self-evaluation form
- terms of reference for the governing body and monitoring pairs
- details of dates of all scheduled governing body and monitoring visits
- minutes of the last meeting including a copy of the Headteacher's report and a jargon buster glossary of educational terms and acronyms
- a link to the DfE Guide to the law for governors
- instrument of government
- permission to share data form
- governor code of conduct

## **Governor Induction Meeting**

A meeting, which the Chair will arrange with the new governor, to be held with the Chair and Headteacher to

- discuss any queries on the welcome pack
- explain the way in which the governing body is organised and carries out its work over the year
- find out the interests and experience of the new governor so that these can be harnessed effectively, particularly in relation to the work of the monitoring pairs
- explain the ground rules including the need for confidentiality
- ascertain any specific training needs
- discuss the expectation of attendance at meetings and time commitment
- assign a mentor governor to act as a mentor for the first year or as long as is required and to share their experience of being a governor,
- organise a conducted tour of the school where the governor can meet both staff and pupils
- make the new governor aware of new governor induction training provided by the Local Authority.

### **Governor Meetings**

We want the new governor's first experiences of governors' meetings to be a positive one and the Chair's role will be to:

- introduce the new governor at the start of the meeting, as well as informally before and after the meeting, including explaining the particular interests and expertise of the new governor and
- ask each governor to introduce themselves, explaining the type of governor they are and any special responsibilities they carry out eg. monitoring pair.
- Other attendees such as members of the senior management team, should also introduce themselves.

### **Mentor Governor Role:**

The mentor will

- meet up with the new governor before the start of a meeting or have a call beforehand to go through the agenda and answer any questions that the new governor may have
- sit next to the new governor at their first meetings
- welcome the governor and take the lead in introductions to other governors, encourage the new governor to ask questions and take part in discussions, whilst stressing that the new governor will want to find their feet first and there is no pressure to contribute.

An Induction Checklist accompanies this policy - see appendix 1



# Guston Church of England Primary School

## School Governor Induction Procedure Checklist

The Governing Body and Head believe it is essential that all new governors receive a comprehensive induction package. There is a commitment to ensure that new governors are given the necessary information and support to fulfil their role with confidence. The governor induction procedure is as follows:

<b>Name of Governor</b>	
<b>Category of Governor</b>	
<b>Appointment / election date</b>	

Items / Issues for Consideration / Organisation /Action	To be actioned by (name/title/role)	To be completed by (term or date)	Action confirmation received (date & initials)
<b>STAGE 1 - Upon appointment/election</b>			
Enhanced DBS Check	Clerk		
Legal declaration	Clerk		
Register of business interest form	Clerk		
Welcome letter	Chair		
<b>STAGE 2 - Towards first meeting</b>			
Meet Headteacher & Chair	Headteacher		
GB minutes from last full GB meeting	Clerk		
Attendance/Apologies requirements	Chair		
GB minutes from last 3 full GB meeting	Clerk		
<b>STAGE 3 – Getting to Know the School</b>			
Code of Conduct - understand/sign up	Clerk		
GB members contact details & GB structure/teams	T & D Gov		
Photo and website update	School office		
KLZ access	Headteacher		
School email account	Headteacher		
Governors Induction Pack	Chair		
Introduction - Training & Development Governor	Chair		
Confidentiality – membership/meetings/minutes	Chair		
Instrument of Government inc. explanation	Chair		
Jargon Buster	Chair		
Terms of Reference & Standing Orders	T & D Gov		
Strategic / Critical Friend / Accountability	Chair		
Strategic vs Operational - awareness	Chair		
Time commitment	Chair		
Time off work	Chair		
Learning Walk – Tour of the School	HT/Chair		
Calendar of school events	Chair		

Website Information	T & D Gov		
School Evaluation (previously SEF)	Chair		
School Development Plan	Chair		
Ofsted Report	Chair		
Siams Report	Chair		
School newsletter	School office		School office
School Profile/Prospectus	Chair		
School Term/holiday/staff development dates	Chair		
Staffing structure	Chair		
Visits – policy/reporting mechanism/timescales	Chair		
<b>STAGE 4 – First Full Governors Meeting</b>			
Introduction of all governors	Chair		
Assigned mentor/buddy	Chair		
Appointment to monitoring pair	Chair		
<b>STAGE 5 - Review</b>			
Review first attended FGB meeting	Mentor		
Kent CPD Online – awareness/log-in	T & D Gov.		
Plan on-going training (team requirements)	T & D Gov		
Expectations for training attendance	T & D Gov.		
KELSI	T & D Gov.		
NGL Training - awareness/login	T & D Gov		
<b>STAGE 6 - Governing body operations</b>			
Policy list & where to find them	T & D Gov		
Skills audit	T & D Gov		
Financial skills audit	T & D Gov		
Complaints/Grievance/Exclusions (Procedure awareness/Governor considerations)	Chair		
DfE website (Department for Education) - Includes:	T & D Gov.		
Governance handbook – March 2019	DfE website		DfE website
Competency framework for governance – Jan 19	DfE website		DfE website
Expenses – policy	T & D Gov		
GB decision planner	T & D Gov		
The Governor publication – received/online	Chair		
<b>STAGE 7 - Next Steps</b>			
Prevent training/Keeping Children Safe In Education	Chair		
Induction of New Governors course	T & D Gov.		
Policies – location / storage / access	T & D Gov		
Policy review timetable	T & D Gov		