



Governor Induction Policy

DATE APPROVED BY BOARD – 18 SEPTEMBER 2018

NEXT REVIEW DATE – SPRING 2021

RESPONSIBLE OFFICER – GOVERNANCE & POLICY MANAGER

The Local Governing Body (LGB) and Head teacher of **INSERT NAME OF SCHOOL** believe it is essential that all new governors receive a comprehensive induction covering a broad range of issues and topics.

Nicholas Postgate Catholic Academy Trust is committed to ensuring that new governors are given the necessary information and support to fulfil their role with confidence. This process is seen as an investment, leading to more effective governance and retention of governors.

Purpose of induction

- To welcome new governors to the LGB and enable them to meet new members;
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos;
- To meet the Head teacher, staff and children;
- To explain the partnership between the Head teacher, School, LGB and Trust;
- To explain the role and responsibilities of governors;
- To give background material on the school and current issues;
- To allow new governors to ask questions about their role and/or the school and to understand their training requirements;
- To ensure governors are clear about the responsibilities delegated from the Trust Board to LGBs;
- To allow new governors to use their experience/expertise in a way which best serves the school and by being involved in specific areas of the School Improvement and Governor Action Plans.

Prior to confirmation of your appointment you will be:

- Asked to complete a DBS check and declaration
- Given the opportunity to find out more about the role
- Given the opportunity to talk to an existing governor about the role
- Introduced to the Chair of the LGB, who will talk about the commitment expected from a local governor
- Asked to complete the Pecuniary Interests Form
- Undertake a governor skills audit which will help identify areas of experience and development

On appointment, new local governors will:

- Be welcomed to the LGB 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;
- Have the opportunity to meet informally with existing governors who will then act as their mentor;
- Have the opportunity to review their first meeting with their mentor
- Be given access to the Trust's training and professional development programme for new and existing governors

New Governors will have access to:

- The Governance Handbook (Download from the DfE website)

- Induction policy for new governors (including checklist)
- Trust's "Code of Conduct for Local Governing Bodies"
- Governor training and professional development programme
- Copy of Scheme of Delegation
- Copy of Articles of Association
- Dates of future LGB meetings
- Details of how to contact other governors
- Details of how to contact the school (including e-mail addresses & login details for the secure governance section of the school's website)
- Calendar of school events
- School newsletters
- Copy of minutes from previous meetings

New Governors are also recommended to read:

- The SEF
- The School Improvement Plan;
- Peer Review Report & Action Plan
- Latest Ofsted Report
- Pupil Premium Strategy & Analysis
- Sports Funding Strategy
- School Visits Policy & Evaluation Form
- Keeping Children Safe in Education
- Trust and School Policy documents

Areas that the Head teacher will cover include:

- Background to the school;
- Current issues facing the school;
- Protocols for visiting the school;
- The relationship between the Head teacher and the LGB;

Areas that the mentor will cover include:

- An overview of the governors' role;
- How the full LGB meetings are conducted;
- How to propose agenda items;
- Governor development and training opportunities

Top Tips for New Local Governors

- Always consider the best interests of the school.
- Get to know your school and the Trust, speak to the Head teacher, the Chair and the clerk.
- Remember you are equal to all local governors.
- Remember decision-making is corporate, bring your view, but abide by the corporate decision.
- Attend training, including the mandatory induction training.
- Prepare well by reading ALL papers prior to meetings.
- Find out about confidentiality
- Remember you have no power, responsibility or liability as an individual.

- Your volunteer status means getting summaries – don't allow governance to become a full-time job – be strategic.
- Remember the LGB steers, the Head teacher manages.
- Don't be part of decision-making where a personal interest or occupation allows you to become biased – declare the interest and withdraw.

New Governor Checklist

(Governor please sign once actioned)

- Welcomed to the LGB by the Chair (.....)
- Invited by the Head teacher to visit the school (.....)
- Toured the school and met staff and children (.....)
- Received an informal briefing on the School from the Head teacher (.....)
- Met informally with an existing governor (Name of Mentor) (.....)
- Formally introduced to members of the LGB (.....)
- Reviewed first meeting with the mentor (.....)

Have you received?

- Copy of appointment letter (From Diocese) (.....)

Governors should find and read the following documents /information on the school website.

- The Governance Handbook (.....)
- Induction policy for new governors (including checklist) (.....)
- The Trust's "Code of Conduct for Local Governing Bodies" (.....)
- Governor training & professional development (.....)
- Copy of Scheme of Delegation (.....)
- Copy of Articles of Association (.....)
- Dates of future LGB meetings (.....)
- Details of how to contact other governors (.....)
- Details of how to contact the school (including e-mail addresses) (.....)

- Calendar of school events (.....)
- School newsletters (.....)
- SIP/SEF (.....)
- Peer Review Report & Action Plan (.....)
- Latest Ofsted Report (.....)
- Policy Documents (Statutory & other) (.....)
- Pupil Premium Strategy & Analysis (.....)
- Sports Funding Strategy (.....)
- School Visits Policy & Evaluation Form (.....)
- Keeping Children Safe in Education (.....)
- Copy of minutes from previous meetings (.....)

Has the Head teacher covered?

- Background to the school (.....)
- Current issues facing the school (.....)
- Protocols for visits to the school (.....)
- Overview of the governor's role (.....)
- Relationship between the Head Teacher and LGB (.....)

Name.....

(Print full name of governor)

Signed.....

Date.....

Please retain original signed for your own records, forward a copy to the Chair of Governors and with a copy also provided to the Clerk of the LGB to be retained by the Trust's Corporate Services Team.