

# Heritage Park Primary School

## Governors' Induction Policy



Approved by:

Last reviewed on: March 2021

Next review due by: September 2022

## **Heritage Park Primary School**

### **Governors' Induction Policy**

The Governing Body believe 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 seen as an investment, leading to more effective governance and retention of governors.

#### **Purpose:**

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher and staff
- To explain the partnership between the Headteacher, school and Governing Body
- 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
- To explain how the Governing Body works

#### **New governors will:**

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit the school in action (in line with the school visit policy and COVID restrictions)
- Have the opportunity to tour the school and meet staff (COVID-19 restrictions permitting)
- Be asked to complete a DBS check and declaration
- Receive an informal briefing on the school from the Headteacher and/or Chair which will cover areas such as: participation in meetings and apologies, confidentiality, collective responsibility, the commitment expected and the commitment to attend further training
- Be expected to attend the National Training Programme for New Governors as soon as possible after their appointment.
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Have the opportunity to review their first meeting with their mentor

#### **New governors will receive from the Clerk to Governors or the Chair:**

- A copy of the Standing Orders and Code of Conduct for the Governing Body
- Information about the DfE online publication 'Governance Handbook' (October 2020)
- The school's bespoke "Induction Pack for School Governors"
- A copy of the Instrument of Government
- A Declaration of Interests form for completion
- Term dates for the school (available on school website)
- The School Development Plan
- Minutes of the last full Governing Body meeting and latest Headteacher report
- Dates for future governors' meetings
- Details of how governors can communicate effectively between meetings
- Details of how to contact the school including relevant email addresses (including their own school account)

### **New governors are also recommended to read:**

- The latest Ofsted report (available on school website)
- The school prospectus
- Policy documents relevant to committee membership
- The Governor Visits Policy

### **Areas that the Chair of Governors or Headteacher will cover include:**

- Background to the school
- Introduction to school data (RAISEonline and FFT)
- Current issues facing the school
- Visiting the school (COVI-19 restrictions permitting)
- Child Protection arrangements at the school and the governor's role in safeguarding
- The relationship between the Headteacher and Governing Body
- An overview of the governor's role
- How the full Governing Body meetings are conducted
- How to propose agenda items
- Governor training
- The governing body's role in dealing with school complaints

### **Sources of external support (Clerk or Chair to action)**

- Details of how to access support services
- Details of national support websites
- How to access face-to-face training

## Heritage Park Primary School New Governor Induction Checklist

<b>Name of Governor</b>		
<b>Induction procedure</b>		<b>Sign and date once actioned</b>
Welcomed to the Governing Body by the Chair		
Invited by the Headteacher/Chair of Governors to visit the school		
Toured the school and met staff		
Completed identification process for CRB check and declaration		
Received an informal briefing on the school from the Head or Chair		
Assigned/met informally with an existing governor (who will act as mentor)		
<b>Have you received?</b>		
An overview of the role of the Clerk to Governors		
Information about the DfE online Governance Handbook		
A copy of the Standing Orders and Code of Conduct for Governors		
The school's bespoke "Induction Pack for School Governors"		
A copy of the Instrument of Government		
A Declaration of Interests form for completion		
Term dates for the school (available on school website)		
The School Development Plan		
Minutes of the last full Governing Body meeting		
Dates for future governors' meetings		
Details of how governors can communicate effectively between meetings		
Details of how to contact the school including relevant email addresses (including your own school account)		
<b>Has Chair of Governors or Headteacher covered?</b>		
Background to the school		
Current issues facing the school		
Visiting the school		
Child Protection arrangements (including who the child protection designated person is in the school) and the governor's role		
Overview of the governor's role		
Relationship between the Headteacher and Governing Body		
Completion of Business Interests Form		
<b><i>Have you had the opportunity to review your first GB meeting with the mentor?</i></b>		
Date of review		