

# Heritage Park Primary School

## Governors' Induction Policy



**Approved by:** Full Governing Body

**Last reviewed on:** September 2025

**Next review due by:** September 2026

## **Heritage Park Primary School**

### **Governors' Induction Policy**

Heritage Park Primary School 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 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 and discuss the current school position
- Have the opportunity to tour the school and meet staff
- Be asked to complete a DBS check and declaration of interests
- 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 governor training, particularly in regard to induction and safeguarding, as soon as possible after their appointment.
- Have the opportunity to meet informally with an existing governor if they wish to gain further information

#### **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)
- A copy of the Instrument of Government
- A Declaration of Interests form for completion
- Information about the DfE Maintained Schools Governance Guide (Oct 2024)
- Term dates for the school (available on school website)
- A copy of the latest version of the School Development Plan
- Minutes of a full Governing Body meeting and a copy of a Headteacher report (for both the latest will copies from the last meeting of the previous academic year).
- 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)
- Policy documents relevant to governance (available in Governance section of school website)

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

- Background to the school
- Introduction to school data
- Current issues facing the school
- Visiting the school
- 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 and training
- Details of local and/or national support websites