

# INDUCTION POLICY FOR NEW GOVERNORS



The governing body believes that in order to fulfil its responsibilities effectively, it is essential that each member is committed to a shared vision for the school and that the governing body is working well as a team to achieve this.

To help new governors to feel able to take an active part within the governing body and be valued as an equal member of the team, we recognise the need for new governors to have an induction into their new role.

The aims of the induction are to:

- welcome new governors to the team
- help them to get to know the school
- assist them to understand their role and responsibilities
- enable them to contribute fully to the work of the governing body.

In order to achieve our aims, the governing body will ensure that the following steps are taken.

1. The Chair of Governors contacts the new governor welcoming them to the team and offering him/her the opportunity to meet before the first formal governing body meeting.
2. The Headteacher invites the new governor to visit the school.
3. When a new governor attends his/her first meeting, the Chair of Governors welcomes the new governor and introduces him/her to the other governors.
4. The new governor is invited to join a relevant committee or committees as/when appropriate. If they wish, they can be given the opportunity to attend and observe committee meetings before making a decision about which committees they might like to join
5. A governor is appointed to take responsibility for inducting every new governor. This may be the chair or an experienced governor who acts as a mentor.
6. The role of the mentor is to ensure that the new governor:

- receives the School Induction Pack
- is invited to visit the school and meets the Headteacher and staff
- is aware of the Governor Development Programme and is assisted to access relevant courses
- knows how to access policy documents and other relevant information for governors
- is invited to join one or more committees as/when appropriate
- knows who to contact for advice and support
- is supported throughout the period of induction, by meeting with her/him periodically as required to check how she/he is doing and discussing any issues raised

**Induction Plan**

*The Induction Plan incorporates all the stages of a new governor's induction and identifies who undertakes the role at the various stages, together with a record of when a task has been completed.*

Name: \_\_\_\_\_

Date of appointment: \_\_\_\_\_

<b>STAGE 1</b>	<b>Action by</b>	<b>Signature and date completed</b>
Pre-meeting arranged for potential governor	Head/chair/mentor	
<b>STAGE 2</b>	<b>Action by</b>	<b>Signature and date completed</b>
Governor Support Team informed of new governor's details following election or co-option	Head	
Welcome contact	Head/Chair	
Governor Induction Pack Documents incl: Governor's Code of Conduct Financial regulations and procedures/roles and responsibilities document Instrument of Government	Chair/mentor	

<p>Guide to the Law for School Governors</p>	<p>Chair/mentor</p>	
<p>Meeting with chair/mentor</p> <ul style="list-style-type: none"> <li>• explanation of information in Induction Pack</li> <li>• explanation of conduct at meetings and administrative arrangements</li> <li>• explanation of committees</li> <li>• skills/interests discussion</li> <li>• calendar of governing body meetings</li> </ul>	<p>Chair/Mentor</p>	
<p>Organisation of school visit</p> <ul style="list-style-type: none"> <li>• meeting with headteacher</li> <li>• tour of school</li> <li>• introductions to staff</li> <li>• explanation of where relevant documents for governors are available in school</li> </ul>	<p>Head/Chair</p>	
<p><b>STAGE 3</b></p>	<p><b>Action by</b></p>	<p><b>Signature and date completed</b></p>
<p>Organisation for first governors' meeting</p> <ul style="list-style-type: none"> <li>• Collection of governor</li> <li>• Introduction arrangements</li> <li>• Support for contribution to meetings by new governor</li> </ul>	<p>Chair//Mentor</p>	

<b>STAGE 4</b>	<b>Action by</b>	<b>Signature and date completed</b>
Follow up discussions with new governor as appropriate	Chair/mentor	
Evaluation of induction by new governor		