



BARTONS PRIMARY SCHOOL

INDUCTION POLICY FOR NEW GOVERNORS

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Governor Committee	FGB
Chair of Governors signature	
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Purpose of policy

To ensure that all 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.

Aims of the policy

- To welcome new governors to the Governing Body and enable them to meet other members.
- To facilitate a quick engagement with the working of the Governing body.
- To encourage shared responsibility and an equal contribution to the workload of the Governing body.
- To encourage new governors to visit the school and understand the ethos within the school.
- To meet the Headteacher, staff and pupils.
- To explain the partnership between the Headteacher, the school community and the Governing Body.
- To explain the roles and responsibilities of governors.
- To give background and information on the school and current issues.
- To encourage new governors to ask questions about their role and/or the school.
- To explain how the Governing body and its committees work
- To allow new governors to join the committee most appropriate to their skills or interest.

New governors will, as soon as is practicable

- Be welcomed to the Governing Body by the Chair.
- Be invited by the Headteacher to visit the school.
- Have the opportunity to tour the school and meet the staff and pupils.
- Have an informal meeting with the Headteacher and/or Chair.

- Be asked to complete a DBS check and Register of Interests form.
- Have the opportunity to meet informally with an existing governor who will then act as their mentor.
- Be accompanied by their mentor to their first full Governing Body meeting.
- Have the opportunity to review their first meeting with their mentor.

New governors will receive, within two weeks of appointment:

- The DfE "Governance Handbook" (web link/electronic version)
- Induction Checklist
- The latest School Development Plan
- The latest online data for the school
- An outline of the training they will be required to attend.
- Minutes of the last full Governing Body minutes and details of the Governing Body committees including their terms of reference.
- Code of Conduct for Bartons Primary School Governing Body.
- A list of common acronyms
- Dates for future governors' meetings including committee meetings.
- Details of how to contact other governors.
- Details of how to contact the school including e-mail address and web site.
- Recent school newsletters.
- A copy of the school's latest Ofsted report.
- A school map and classroom information (including names of teaching staff)
- Details of where to access relevant documents and school and Governing Body policies.

Areas of discussion which the Chair of Governors or mentor will cover with the new governor include:

- Background to the school.
- Current issues facing the school.
- Visiting the school.
- Child Protection arrangements at the school and the governor's role in safeguarding these.
- The relationship between the Headteacher and Governing Body.
- An overview of the governor's role, including confidentiality.
- How the full Governing Body and committee meetings are conducted.
- Importance of giving apologies if unable to attend meetings.
- How to propose agenda items.
- Governor training.