



St. Giles Junior School
Governors Induction Policy
&
Induction Pack

This Induction Pack has been produced for all new governors at St. Giles Junior School.

We are committed to ensuring new governors are given the necessary support to fulfil their role with confidence and hope this pack provides useful information.

Adopted by the Governing Board:

Signed:

Chair of Governors

Head Teacher

Date: October 2016

Date of Next Review: October 2017

The Governing Board and Head teacher of St. Giles Junior School 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 Board 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 Head teacher, staff and children
- To explain the partnership between the Head teacher, school and Governing Board
- 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 Board and its committees work
- To allow new governors to join the committee(s) of their choice after observing
- Understand the importance of confidentiality and consequences of a break in confidentiality
- Identify training needs for each individual governor

New Governors will:

- Be welcomed to the Governing Board by the Chair at the first full governing Board meeting after they take up post
- Be invited by the Head teacher to visit the school to experience its atmosphere and understand the ethos
- Be given background material on the school and current issues
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head teacher and/or Chair
- Be asked to complete a DBS (formerly CRB) check and declaration
- 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 Board meeting (if required)
- Have the opportunity to review their first meeting with the mentor
- Be encouraged to access training, including induction training for governors

New Governors will be given access to the following documents:

- The DfE “Guide to the Law for Governors”
- The School Improvement and Development Plan
- The School Prospectus / documentation / website information
- Latest Ofsted Report and Action Plan
- Minutes of the last full Governing Board meeting and details of the Governing Board committees including their terms of reference
- Dates for future governors’ meetings including committee meetings
- The Local Authority Governor Services’ Welcome Pack and governor training programme
- List of staff, responsibility areas and job titles
- List of governors names and responsibility areas
- Details of how to contact the other governors
- Details of how to contact the school including the e-mail address
- Recent School Newsletters
- Agenda for the next Full Governing Board meeting and copy of the minutes of the last Governing Board meetings (not confidential minutes)
- DBS (formerly CRB) form for completion

The Head Teacher will cover the following in her briefing to new governors:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Head teacher and Governing Board

Areas that the Mentor will cover include:

- An overview of the governor’s role (including a mention of confidentiality and acronyms!)
- How the full Governing Board and committee meetings are conducted
- How to propose agenda items
- Governor training

Areas that the Training Link Governor will cover include:

- Governor Training Courses and the Warwickshire Training Directoy
- Governor Skills Audit
- Link Governor Role

Governor Induction

The induction process will be co-ordinated by the Chair of Governors, along with named persons (e.g. Head teacher, Deputy Head teacher, Clerk). Everyone involved must follow the agreed programme in order to avoid duplication of tasks and to ensure a comprehensive and supportive induction.

Task	Person responsible	When
First contact: welcome new governor and give an outline of the role and responsibilities of the governing Board, expected level of commitment to school and current issues facing the school	CoG / HT	After election
Arrange a visit to school to talk to HT, tour the school with School Council and meet the staff and children	CoG / HT	Before first FGB Meeting
Add new governor's name to governor and school e-mail lists	Clerk / HT	
Complete Skills Audit, give advice on support / training available and arrange a place on Governors Induction Course	Training Link Governor	After first FGB Meeting
At first full Governing Board Meeting introduce all Governors, wear name lanyards, explain acronyms and jargon, explain context of each major agenda item	CoG / Mentor	At first FGB
After first full Governing Board Meeting mentor to follow up contact to provide further opportunity for questions / clarification of issues. Talk to new governor about roles within the governing Board, committee structure, scope of works and agreed communications protocol. Discuss new governors interests and skills to match governor to relevant committee and arrange first committee meeting observer visit	CoG / Mentor	FGB + 2 Weeks
Arrange feedback from new governor, so that induction procedure can be update and refined	Clerk	

The Governor mentor is available to help and support the new governor, before, during and after their first meeting as appropriate. He / she should have experience as a governor, a good understanding of educational terminology and acronyms and good interpersonal skills.

New Governor Checklist

Induction procedure Governor: please sign and date	Induction procedure Governor: please sign and date
Welcomed to the Governing Board by the Chair	
Invited by the Head teacher/Chair of Governors to visit the school	
Toured the school and met staff and children	
Completed identification process for CRB check or 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)	
Have you received or been given access to:	
The school's Aims Statement	
List of Governors and their responsibilities	
List of school staff, their responsibilities and job titles	
Details of the Governing Board Committees and terms of reference	
Minutes of last FGB meeting and Head teacher's report	
Relevant Policy Documents (including Safeguarding and Child Protection Policy)	
DfES Guide to the Law for Governors	
Latest Ofsted Report	
School development and Improvement plan	
Last Head Teacher Report to Governors	
Calendar of events, dates of meetings and school holidays	
Contact details for key personnel, school e-mail address and website address	
Governor's Code of Conduct	
School Prospectus / website / newsletters	
Has Head teacher or Chair of Governors covered?	
Background to the school	
Current issues facing the school	
Visiting the school	
Overview of the governor's role	
Relationship between the Head teacher and Governing Board	
Completion of Business Interests Form	
Have you had the opportunity to review your first GB meeting with the mentor?	

Name: **Signed:**

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of Governors