

### Checklist for New Governors

<b>School Name</b>	
<b>Governor Name</b>	
<b>Governor Category</b>	
<b>Term of Office</b>	

<b>Item</b>	<b>Date</b>
Enhanced DBS check	
Meeting with the Chair of Governors and sharing of contact details, including Vice Chair	
Invitation from Headteacher to visit the school, tour of the school and meet staff and pupils	
Informal briefing on the school from a fellow governor	
School governor-specific email address provided	
Welcomed to the Governing Board by the Chair at the first meeting	
Contact information for Chair and Vice Chair of governors	
Complete Pecuniary and Personal Interests Disclosure form	
Sign Governors Code of Conduct	
Skills Audit Completed	
Privacy notice signed and any school specific consent forms	
Access to GovernorHub provided / access governor papers	
Safeguarding Training	
Signature to confirm that Keeping Children Safe in Education (part 2) and Working together to Safeguard Children documents have been read	
Information/pen portrait for the school website and ID badge	
Membership and login details for national bodies e.g. National Governance Association, The Key, The School Bus etc.	

Allocated to a Committee / Working party if applicable	
Allocated a Link Governor Role if applicable	
Invited to attend Induction for Governors Training Course or other face to face induction training	
Acceptable use policy signed for IT	
Relevant and important documents provided such as.....	
<i>Safeguarding and Child Protection Policy</i>	
<i>Use of Social Media Policy</i>	
<i>Equality and Diversity Policy</i>	
<i>Health and Safety Policy</i>	
<i>Staffing Structure</i>	
<i>Budget information</i>	
<i>The School Development Plan (SDP or SIP)</i>	
<i>Most recent School Self Evaluation Form (SEF)</i>	
<i>Most recent Headteacher Report to Full Board</i>	
<i>Minutes of the last meetings from the Full Governing Board meeting</i>	
<i>The Memorandum and Articles of Association of the Academy or IOG for Maintained schools</i>	
<i>Structure of the Academy and the Foundation Charity</i>	
<i>Details of the Governing Board committees including their terms of reference</i>	
Current issues GB is facing	