



Sample Governor Induction Policy



Sample Governor Induction Policy

Introduction

The Governing Board and Headteacher of [insert school name] believe it is essential that all new Governors receive a comprehensive induction covering a broad range of issues and topics. [School name] is committed to ensuring that new 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.

There are three core functions of governance, as outlined in the Governance Handbook (available on the DfE website):

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Eight elements of effective governance

The National Governance Association has identified eight essential elements for good governance. These eight elements are needed to transform the team of diverse people with a range of skills, experience and knowledge into a highly effective governing board:

1. the right people around the table
2. understanding their role and responsibilities
3. good chairing
4. professional clerking
5. good relationships based on trust
6. knowing the school – the data, the staff, the parents, the children, the community
7. committed to asking challenging questions
8. confident to have courageous conversations in the interests of children and young people

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 Headteacher, staff and children.
- To explain the partnership between the Headteacher, School and Governing Board.
- To explain the role and responsibilities of Governors.
- To give background material on the school and current issues.
- To give new Governors an opportunity 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 most appropriate committee(s).

New governors will:

- Be welcomed to the Governing Board by the Chair.
- Be invited by the Headteacher for an introductory meeting and tour of the school.
- Have the opportunity to meet informally with the Chair.
- Have the opportunity to review their first meeting with the Chair.

New Governors will receive an Induction Checklist outlining information to be provided and action required during the first few months in the role. Information will be provided in various formats and will be annotated as received/actioned on the checklist.

New Governors will receive a welcome letter from the school/clerk [if a school based clerk] on behalf of the Governing Board and a pack of information to include:

- Governor details form
- Register of Business/Pecuniary Interests
- List a current governors and contact details
- Code of conduct
- Confidentiality agreement
- List of meeting dates
- Instrument of Government
- Minutes of the last two Governing Board meetings
- List of committee membership
- Details on how to access training courses including induction courses
- Information on how to access governance documents – includes the DfE Governance Handbook
- New Governor induction policy, including Induction Checklist

Areas that the Headteacher brief will include:

- Background to the school.
- Current issues facing the school.
- Visiting the school.
- The relationship between the Headteacher and Governing Board
- Newsletters, diary dates, Ofsted report.

Areas that the Chair brief will include:

- Overview of the Governor's role.
- How the full Governing Board and committee meetings are conducted.
- Governors' responsibilities regarding pecuniary interests.
- How to propose agenda items.
- Governor training.
- Guidance to access the School Website for documents

New Governors will be asked to complete and sign the Induction checklist..

New governors will be asked to complete an enhanced DBS check and safeguarding training through the Inclusion Manager. All governors must read part 2 of Keeping Children Safe in Education and confirm that they have done so.

NEW GOVERNOR INDUCTION CHECKLIST

Name:-

Date of appointment:-

Please indicate when you have:-	Completed	Date
Completed safeguarding training		
Completed a DBS check		
Completed a section 128 check		
Been welcomed to the Governing Board by the Chair		
Met with the Headteacher for an introductory meeting and tour of the school		
Met informally with the Chair or an existing Governor if required		
Reviewed your first meeting with the Chair (if required)		
Completed the Governor Services Induction training ideally within the first year of Governance		
Read part 2 of Keeping Children Safe in Education and confirmed		
Please indicate when you have received:-	Completed	Date
Details on how to access the Department for Education's Governance Handbook		
Details of the Governing Board committees including their terms of reference		
Details of relevant training		
Dates for future Governors' meetings		
Copies of the minutes from the last two full Governing Board meetings		
Governor contact list		
The latest School Strategic Development Plan		
The latest Ofsted report (and action plan if appropriate)		
School website Governor access password from where policies, self evaluation etc can be found		

Signed:-

Date completed:-