



St. Ethelbert's RCP Induction Policy for New School Governors

The Governing Body and Head Teacher 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 Body 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 Body
- 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 Body and its committees work
- To allow new governors to join the committee(s) of their choice

Induction Procedure

1. When Governorship is confirmed, the Clerk will send an appointment letter and welcome pack with key items of interest
2. The Clerk will request the new governor to complete declaration of eligibly form, verification of identity form and register of business interest for.
3. The Headteacher will arrange a tour of the school, including meeting staff and children
4. The Headteacher will provide an informal briefing on the school; explaining the way it works; the current issues facing it; the number of children on roll and the trend in pupil numbers; the catchment area from which the children are drawn; an explanation of how classes are organised and how the curriculum is delivered; a list of staff (both teaching and non-teaching); how to conduct visits and the relationship between the Headteacher and the Chair
5. The Headteacher will provide a copy of the school's term dates, SATs information, attendance etc. and the School Development Plan (SDP).
6. The Chair will provide an informal briefing on the role and responsibilities expected from governors, including information on committee structures and training courses available to assist them in their role
7. The Chair will arrange an informal meeting with an existing governor, who then acts as the new governor's mentor

8. The new governor will be accompanied by their mentor to their first full Governing Body meeting, where they are welcomed to the Governing Body by the Chair
9. The new governor will be directed to the school website for information about the school, such as details about the pupil premium and the most recent performance results
10. The new governor will be directed to the Governor Services Team website, the Governor Exchange, for various information and useful resources on school and academy governance <http://governorexchange.boltonlea.org.uk>
11. The new governor will be directed to the DfE's 'Governors' Handbook' available via the Governor Exchange or directly from the DfE website at <http://www.education.gov.uk/>

New Governor Welcome Pack

The new governor welcome pack should include or have reference to:

General Items for Governors

- Governor Declaration of Eligibility form (enclosed for completion and return) - LA
- Ethnicity monitoring form (enclosed for completion and return) - LA
- Register of Business Interests form (enclosed for completion and return) - LA
- List of education acronyms - school
- Latest LA Governor Newsletter - LA
- Latest LA Governor Training Programme (*available online via the Bolton Governor Exchange website*)
- Diocesan Governor Training Programme (if applicable)
- DfE Governors Handbook (available on-line via the Bolton Governor Exchange or DfE Websites)
- LA Code of Practice for Authority Governor Appointments (enclosed for LA appointed/nominated governors only)

Information on Your Governing Body

- Instrument of Government for your school (maintained schools)
- Governing Board Membership List
- Governing Board Code of Conduct
- Committee Structure and Terms of Reference (available via your clerk to governors)
- Governing Board Minutes
- Governing Board Agenda Papers
- Dates of future Meetings and school events

Information on Your School

- School Development Plan
- School Self-Evaluation Information
- Latest Ofsted Report (on school website)

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