

Governors' Induction Policy

The governing body and the 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 explain the partnership between the Head Teacher, school and the 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 of their choice

New governors will:

- Be welcomed to the governing body by the chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Have the opportunity to meet with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full governing body meeting (if required)
- Have the opportunity to review their first meeting with their mentor

New governors will receive:

- An induction meeting with the chair
- The school prospectus
- The Local Authority's governor training programme
- Details of the governing body committees including their terms of reference
- Dates of future governors' meetings including committees
- Details of how to contact other governors
- Details of how to contact the school including the email address
- A calendar of school events
- Recent school newsletters

New governors are also recommended to read:

- RAISEonline summary
- The school development plan (SDP)
- The school self evaluation (SES)
- The latest Ofsted report and action plan
- The school visits policy