INGOLDISTHORPE C of E PRIMARY SCHOOL

**Policies**

**Original signed copies in staff room with copies on: website, intranet and in prospectus.**

**Governor Induction Policy.**

***May 2018***



*Signed: Chair of Governors Date: May 2018*

*Signed: Head teacher Date: May 2018*

*Reviewed by Governors May 2018*

*Ratified at the May meeting.*

Policy to be reviewed Summer Term 2021.

**INGOLDISTHORPE C OF E PRIMARY SCHOOL INDUCTION POLICY FOR NEW GOVERNORS**

The Governing Body and Headteacher 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 Headteacher, staff and children
* To explain the partnership between the Headteacher, 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
* **New governors will:**
* Be welcomed to the Governing Body by the Chair
* Be invited by the Headteacher to visit the school
* Have the opportunity to tour the school and meet staff and children
* Receive an informal briefing on the school from the Headteacher
* 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 Body meeting (if required)
* Have the opportunity to review their first meeting with the mentor
* Be invited to attend an assembly
* Have attended Induction training
* **New governors will receive:**
* Password to the school website Governors Info page
* Norfolk Governors Tookit booklet
* Norfolk Governor Services Support & Development Programme
* Details of the Governing Body committees including their terms of reference
* Dates for future governors’ meetings including committees
* Details of how to contact the other governors
* Details of how to contact the school, including the e-mail address
* A calendar of school events
* Recent school newsletters
* Minutes of the last 3 full governing body meetings
* Copy of the school’s Instrument of Government
* Norfolk Governor Services Welcome Pack
* School organisation (class structure etc.)
* **New governors are also recommended to read:**
* The School Improvement Plan
* The latest Ofsted report and action plan
* Policy documents relevant to committee membership
* The Governors’ Annual Statement on the school website
* The latest version of the DfE’s Governors’ Handbook
* The school visits policy
* **Areas that the Headteacher will cover include:**
* Background to the school
* Current issues facing the school
* Visiting the school
* The relationship between the Headteacher and Governing Body
* Areas that the mentor will cover include:
* An overview of the governor’s role
* How the full Governing Body and committee meetings are conducted
* Planning their first governing body meeting
* Spend some time to go through the agenda with them
* Ensure that other governors are aware of their new colleague
* Arrange for the Chair to personally welcome them
* Organise name cards and ensure the new governor sits next to a more experienced
* person
* Explain how to propose agenda items
* Governor training – arrange with the Link Governor to book the new governor onto an Introductory course run by Norfolk Governor Services
* **Areas that the Clerk will cover include:**
* Notify Norfolk Governor Services of the new governor’s details
* Provision of the documentation for the new governor
* Assisting the Chair and Headteacher as necessary
* **New governor checklist**
* (Governor please sign once actioned)
* Welcomed to the Governing Body by the Chair
* Invited by the Headteacher to visit the school
* Toured the school and met staff and children
* Received an informal briefing on the school from the Head
* Met informally with an existing governor (who will act as mentor)
* Reviewed first meeting with the mentor
* Booked onto an Induction Course
* **Have you received:**
* Norfolk Governor Services Support & Development programme
* Details of the Governing Body committees (including their terms of reference)
* Dates for future governors’ meetings including committees
* Details of how to contact the other governors
* Details of how to contact the school (including the e-mail addresses)
* Password for Governor Hub
* Calendar of school events
* School newsletters
* School Improvement Plan
* Latest Ofsted report and action plan
* Policy documents relevant to committee membership
* Latest Annual Report to parents or School Profile
* Performance and evaluation policy
* School visits policy
* **Has Headteacher covered:**
* Background to the school
* Current issues facing the school
* Visiting the school
* Overview of the governor’s role
* Relationship between the Headteacher and Governing Body

Name:

(Print FULL name of governor)

Signed:

Date:

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