



# Creech St Michael C of E Primary School

## Induction Policy for New Governors

The Governance Board and Headteacher believe it is essential that all those new to governance receive a comprehensive induction package covering a broad range of issues and topics directly related to the school to include the induction training session provided by SSE-Governance in order to support a greater understanding of governance responsibilities. There is a commitment to ensure that the necessary information and support is provided to ensure that those new to governance can fulfil their role with confidence; the process is seen as an investment, leading to more effective governance and retention of those willing to give up their time to support outcomes for the young people in our educational setting.

### Purpose

- ✓ To welcome new governors/trustees to the Board and enable them to meet colleagues.
- ✓ To encourage new members 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 Governance Board, the Headteacher, Staff and the wider school community.
- ✓ To explain their role and the responsibilities of governance.
- ✓ To give background material on the school and current issues.
- ✓ To allow new members to ask questions about their role and/or the school.
- ✓ To explain how the board and, where applicable, its committees work.
- ✓ To allow new members to join the committee(s) of their choice.

## Induction Procedure

1. When a new member's appointment is confirmed, the Clerk will send an appointment letter confirming their category, term of office dates and a welcome pack with key items of interest, such as the school prospectus, if applicable, (including: term dates, SATs information, attendance, etc) and School Development Plan
2. The Clerk will request the new member to complete a declaration of interests form, to read and sign acceptance of the governance code of conduct, confirm that they are not disqualified from taking up the position by any of the disqualification criteria and to provide documentation to undergo a Disclosure Barring Service (DBS) check.
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).
5. The Chair provides 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, how to conduct visits and the relationship between the Headteacher and Chair and the relationship between the Headteacher and the governance board.
6. Chair arranges an informal meeting with an existing governor who will act as mentor to the new member and will accompany them to their first full board meeting where they will be welcomed by the chair.
7. The Clerk will arrange access to the school website for information about the school, such as details about the pupil premium and the most recent performance results, along with access to the governance section.
8. The Clerk will also provide information on the services offered by SSE-Governance to support them such as the website and its resources, along with the training programme and the advice and support via telephone and email.

## **New Governor Welcome Pack**

The welcome pack should include or have reference to:

### **General Items**

- Governor Declaration of Interest form (enclosed for completion and return)
- List of education acronyms
- Names of staff and their classes for the school
- Details of the SSE-Governance Training Programme (*or direct to website for information*)
- Diocesan Governor Training Programme (if applicable)
- DfE Governance Handbook (available on-line via the DfE Website)

### **Information on the governance board**

- Instrument of Government for your school (maintained schools)
- Board Membership List
- Committee Structure and Terms of Reference
- Full board and committee Minutes
- Dates of future Meetings and school events

### **Information on the School**

- School Prospectus (available on request via school - if applicable)
- School Improvement/Development Plan (available on request via school)
- School Self-Evaluation Information (available on request via school)
- Latest Ofsted Report (available via the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk))

Adopted by the Board on \_\_\_\_\_