

EASTHAMPSTEAD PARK COMMUNITY SCHOOL

Governor Induction Policy



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.

The purpose of the policy is:

- 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 students.
- To explain the partnership between the Headteacher, school and Governing Body.
- To explain the role and responsibilities of governors.
- To explain how the Governing Body and its committees work.
- To enable new governors to join the committee(s) of their choice.
- To give background material on the school and current issues.
- To enable new governors to ask questions about their role and/or the school.

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 students.
- Receive an informal briefing on the school from the Headteacher.
- Have the opportunity to meet informally with an existing governor; possibly with other new Governors.
- Will be offered 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 expected to attend the 'Induction for Governors' course provided by the LA
- Need to be DBS checked.

New governors will receive paper copies of:

- Declaration of Qualification to be a Governor form
- Business Interests form
- Governors Code of Conduct

All governors are expected to complete and sign these documents

New governors will receive electronically:

- Welcome letter
- DfE Governance Handbook March 2019 available on line on the School Management website (see below)
- Governors' Standing Orders
- Governors' Code of Conduct
- Education Authority's governor training programme. (This comes direct from the LA)
- Details of the Governing Body's committees including their terms of reference.
- Dates for future governors' meetings including committees.
- Details of how to contact the other governors.
- The following policies:
 - School Visits Policy and information regarding Link Governors and visits protocol
 - Governors' Allowances Policy.
 - Financial Management Policy
 - Whistleblowing Policy
 - Safeguarding and Child Protection Policy

It is suggested that governors become familiar with the school website where they will find:

- A calendar of school events
- Recent editions of the school's Parents' Bulletin
- Governors' Policies
- School Prospectus

New governors are also recommended to read:

- The School Raising Achievement Plan (SRAP).
- The latest Ofsted report and action plan.
- Policy documents relevant to committee membership.

NB Much useful information about governors and schools can be found on the School Management website:

<http://schools.bracknell-forest.gov.uk>

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.
- How to propose agenda items.
- Governor training.

Reviewed and Revised:

June 2019

Responsibility for Implementation and Review:

Governors' Steering Committee

Date of Next Review:

Summer 2022