



## Achieving Excellence - Loving God - Caring for Each Other

### Induction Procedure for 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 new Governors are given the necessary information and support to fulfill their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

We aim to:

- Welcome new governors to the Governing Body and enable them to meet other members
- Encourage new governors to visit the school to experience its atmosphere and understand its ethos
- Allow new governors to meet the Head Teacher, staff and children
- Explain the partnership between the Head Teachers, school and Governing Body
- Explain the role and responsibilities of governors
- Give background material on the school and current issues
- Allow new governors to ask questions about their role/the school
- Explain how the Governing Body and its committees work
- Allow new governors to join committee(s) to balance out strengths and skill sets

The Chair of Governors will coordinate:

A welcome to the Governing Body by the Chair	
A meeting with the Head Teacher to visit the school, with a briefing about the school priorities	
An opportunity to meet informally with an existing governor who will act as their mentor	
Being accompanied to their first full Governing Body meeting by their mentor (if required)	
The opportunity to review their first meeting with their mentor	



The Clerk to the Governors will provide:

The LA's training programme	
The DfE's "Guide to the Law for Governors"	
The school prospectus	
Details of the Governing Body committees and their terms of reference	
Dates for future meetings including committees	
Details of how to contact other governors	
Details of how to contact the school including the e-mail address	
A calendar of school events	
Recent school newsletters	

New governors are also recommended to read:

The School development plan (SDP)	
The latest OFSTED report	
Policy documents relevant to committee membership	

In the meeting, the Head Teacher will discuss:

Current issues facing the school, and priorities	
The relationship between the Head Teacher and the Governing Body	
An overview of the governor's role	

The mentor will discuss:

How the full Governing Body and committee meetings are conducted	
How to propose agenda items	
Governor training	

