

# Induction Policy for New School Governors

The Governing Body, Executive Head Teacher and Heads of School 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 governors
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Head of School, staff and children
- To explain the partnership between the Head of School, school and Governing Body and the structure of the Trust
- To explain the role and responsibilities of Local Governors, Trustees and Members
- 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

## Induction Procedure

1. Meet with Executive Head Teacher to include Governance structure and roles of Trustees and LABs. Both parties to assess suitability for role.	
2. Meet with Head of School and Chair to include tour of school.	
3. Trust Secretary to send appointment letter and welcome pack* Legal declaration form, verification of identity form, Skills audit and Register of business interests to be sent for completion and return Details of CPD for New Governor Induction included	
4. Legal declaration form and Register of business interests completed and returned	
5. Request DBS	
6. New Governor selected date for New Governor Induction - Trust Secretary to book	
7. Skills audit returned?	
8. Receipt of Enhanced DBS Request email CPS/RFS/UJS LAB address and access to Sharepoint	
9. Update Governor details on sharepoint and upload to website	
10. Update Governor details for Edubase (Trust Secretary)	
11. Arrange New Induction Training for local governor.	

12. Send IT instructions, log in details and password for email and access to Sharepoint	
13. Chair of Local Advisory Body to contact new local governor for tour of school with Head of School or to join a Monitoring visit with Leader of Learning.	
14. Head to provide informal briefing on the school, explaining the way it works, the current issues, 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), how to conduct visits and the relationship between the Head of School and the Chair.	
15. Chair provides informal briefing on the role and responsibilities expected from governors, including information on committee structures (where appropriate).	
16. New governor introduced to Local Advisory Body and welcomed by the Chair at first meeting.	
17. Directed to the Trust website ( <a href="http://www.vikingacademytrust.com">www.vikingacademytrust.com</a> ) for Governance information and information about the school, such as details about the pupil premium and the most recent performance results.	
18. Directed to <a href="http://www.kelsi.org.uk/school-management/leadership/governors">http://www.kelsi.org.uk/school-management/leadership/governors</a> for information and useful resources on school and academy governance and CPD.	
<p><b>Welcome Pack*</b></p> <p>The new governor welcome pack includes (or has reference to) the following: (New Governors are advised to start with the Governors Handbook)</p> <p><u>General Items for Governors</u></p> <ul style="list-style-type: none"> <li>• Governor Declaration of Eligibility form (enclosed for completion &amp; return)</li> <li>• Ethnicity monitoring form (enclosed for completion &amp; return)</li> <li>• Register of Business Interests form (enclosed for completion &amp; return)</li> <li>• <i>List of education acronyms</i> (available on Sharepoint)</li> <li>• Latest LA Governor Newsletter (enclosed)</li> <li>• LA Governor Training Programme for current year (available at <a href="http://www.kelsi.org.uk/school-management/leadership/governors">www.kelsi.org.uk/school-management/leadership/governors</a>)</li> <li>• Governors Handbook (available via Sharepoint or School website)</li> <li>• LA Code of Practice for Authority Governor Appointments (<i>enclosed for LA appointed/nominated governors only</i>)</li> </ul> <p><u>Information on Your Governing Body</u></p> <ul style="list-style-type: none"> <li>• Memorandum and Articles of Association (on school website)</li> <li>• Governors Handbook (available via Sharepoint or School website)</li> <li>• Governing Body Membership List and Details (on Sharepoint)</li> </ul>	

- Committee Structure, Schemes of Delegation and Terms of Reference (available via Sharepoint or School website)
- Previous meeting minutes (on Sharepoint)
- Governing Body Agenda Papers (on Sharepoint)
- Dates of future Meetings and school events (Calendar on Sharepoint)

#### Information on Your School

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

To be reviewed Term 6, every two years

Next review due Term 6, 2019