



## Slindon Church of England Primary School

### Governor Induction Policy

<b>Approved by:</b>	Governing Body
<b>Date:</b>	31 March 2022
<b>Last reviewed on:</b>	31 March 2022
<b>Next review due by:</b>	31 March 2024

## Slindon Church of England Primary School

### Governor Induction Policy

#### **1.0 Introduction**

1.1 The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

1.2 New members of the Governing Body differ widely in their prior experience and understanding of the role of a school governor, and in their familiarity with Slindon Church of England Primary School. The induction process is intended to provide new members of the governing body with an insight into what it means to be a governor and in particular what it means to be a governor at Slindon Primary School. This process will be tailored to reflect the previous experience and expertise of the inductee.

1.3 The Governing Body and Headteacher are committed to ensuring that all new governors receive a comprehensive induction package covering a broad range of issues and topics. This will help new governors settle into their new role more quickly and fulfil it with confidence, leading to more effective governance and retention of governors.

1.4 This policy addresses the why and the what of the induction process; the how, when and who is covered in the detailed Induction Procedure (Annex 1).

## 2.0 Aim

This policy will ensure that:

- All new governors receive a comprehensive induction to being a governor at Slindon Church of England Primary School that is tailored to their previous knowledge and experience.
- New governors are made to feel welcome and valued members of the governor team and the school community.
- All staff and governors involved in inducting new governors are fully aware of their role in the process.
- The Induction Procedure is reviewed regularly, and amended as necessary.

## 3.0 Roles and Responsibilities

3.1 The **Headteacher** will give the new governor a tour of the school and brief them informally on the school and any current issues.

3.2 The **Chair of the Governing Body** will welcome the new governor and explain the partnership between the headteacher, school and governing body; the role and responsibilities of governors; how the governing body and its committees work; school funding; and will answer any questions the new governor may have.

3.3 The **Training Link Governor** will liaise closely with the Chair of the Governing Body; participate in the initial meeting(s) with the new governor, in particular in relation to training opportunities and a buddy/mentor; and provide an induction pack (physical or digital).

3.4 All **governors** will make the new governor feel welcome at meetings and may volunteer to act as a mentor to the new governor while they settle into the role.

3.5 The **School Office** will carry out the necessary administration including a Disclosure & Barring Service check, providing a school email address and governor ID badge, and arranging access to the West Sussex schools service website.

3.6 The **Clerk to the Governing Body** will ensure the new governor completes the Register of Business/Pecuniary Interests.

#### **4.0 Induction Procedure (Annex 1)**

The Induction Procedure is a detailed description of the induction process that sets out clearly who does what and when. It also lists all the information that should be given to new governors, verbally or in written form. Some of the documentation will be included in the physical (or digital) induction pack but the new governor will also be sign posted to other key documents that can be accessed online (e.g. the Department for Education Governance Handbook) and to relevant websites. The Induction Procedure will be tailored to suit the experience and knowledge of a new governor.

#### **5.0 Monitoring**

5.1 This document will be approved by the Governing Board on 31 March 2022 and reviewed in March 2022.

5.2 The Induction Procedure (Annex 1) will be reviewed by the Training Link Governor after each new induction or every year, whichever is the soonest.

## Annex 1

### Induction Procedure (v1.0)

Stage	Person responsible	Covers	Documentation
1. Initial informal meeting	Chair (possibly with another governor)	Short intro to school & gov role	Being a governor at SCoEPS <sup>+</sup>
2. School visit	Headteacher	Background to the school Current issues facing the school Tour of school	School prospectus Recent school newsletter
3. Induction meeting	Chair Link Training Governor (LTG)	Welcome Partnership between HT, school & GB Role & responsibilities of gobs in general Relationship between the GB and the HT Visiting the school	Members of the GB Staff list Being a governor at SCoEPS <sup>+</sup>  Governor Visits Protocol Governor Code of Conduct
		Individual responsibilities New gov's interests/skill sets Monitoring visits Training opportunities	West Sussex Governance Training Programme
		How GB & committees work How to propose agenda items	Instrument of Governance Terms of Reference
		Monitoring (Ofsted, SEF, SIP, Lead Gobs)	Latest head teacher's report
		Current situation/priorities (re Ofsted, SIP etc) School funding	Ofsted report SIP
		Info for next GB meeting	FGB Meeting Schedule Minutes of most recent FGB meeting Useful Acronyms & Abbreviations
		Inform new gov of: - essential admin - mentor (exchange contact details)	Administration for New Gobs Mentor's contact details

4. New gov admin	School office          Clerk	DBS check Gov ID badge School email address Access to West Sussex schools service website Add new gov to website Add photo of new gov to noticeboard opposite Reception  New gov's business interests	Register of Business/Pecuniary Interests form
5. Mentor meetings (phone or in-person)	Mentor	Check new gov is ready for next GB meeting and review the meeting afterwards Review new gov induction checklist Help identify/direct new gov's interests/skill set	
6. Safeguarding training	LTG	Ensure new gov attends safeguarding training (NGA or WSGS or inhouse) within 3 months	
7. WSGS induction	LTG	Ensure new gov attends WSGS courses: <i>Getting Started</i> and <i>Being Effective</i> within 6 months	
8. Induction Checklist	New gov	Meetings/actions as itemised in this Induction Procedure  Documentation/links to documentation etc as itemised in this Induction Procedure	New Gov Induction Checklist

† 'Being a Governor at SCoEPS' includes school contact details and links for school website, OfSTED and DoE Governance Handbook