



# **Policies & Procedures**

## **Governor Induction Procedure**

**Next review date – March 2026**



### **Purpose of the induction procedure :**

- To welcome new governors to the governing body and enable them to meet other governors
- To encourage governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Senior Leadership Team (Executive Head, Deputy Head, Director of Business Services), staff and students
- To explain the partnership between the Executive Head, school and governing body
- To explain the roles and responsibilities of governors including the dual role of staff governors as employees and members of the governing body
- To give background material on the school and current issues
- To allow new governors to ask questions about their role and the school
- To explain how the governing body and its committees work
- To explain how the link governor role should work and discuss the allocation of link areas
- To explain how information is shared with governors

### **New governors will :**

- Be welcomed to the governing body by the Chair
- Be invited by the Executive Head 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 Executive Head
- Have the opportunity to meet informally with the Vice Chair or another experienced governor who will then act as their mentor
- Be accompanied by their mentor to meetings (if required)
- Have the opportunity to attend all committee meetings before deciding which they would like to join (recommend at least 2)
- Be allocated a link role where a vacancy exists
- Be given an overview of the Google Drive and how it works

### **New governors will have access via the Google Drive to :**

- Details of the governing body committees including their terms of reference
- Dates for future full governors' meetings and committees
- Details of how to contact the school and other governors
- The current school development plan
- Details of training courses including online modules
- Information regarding other resources including The Key for Governors and NGA.
- Minutes of the last 2 full governing body meetings
- The Governance Handbook.

### **Areas that the Executive Head will cover include :**

- Background to the school
- Current issues facing the school
- Visiting the school

### **Areas that the mentor will cover include :**

- An introduction to Google Drive and where to find important documents including:
  - Governance handbook
  - Governor code of conduct
  - Governor competency framework
  - Committee structure
  - Remits of governor committees
  - Academies financial handbook
  - School priorities
  - Governor training opportunities
  
- An overview of the governor's role including the relationship with the school leadership team
- How the full governing body and committee meetings are conducted
- Safe working as a school governor
- Governor training – make new governors aware of the importance of the induction training courses and continuing governor development through training providers
- Link governors – how the process works and offer guidance and support

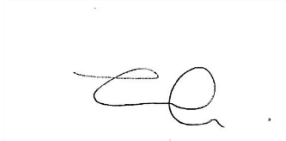
**Areas that the Clerk will cover include :**

- Registration with Companies House and DBS checks
- Safeguarding training
- Provision of ID card and log-on details for the gmail system and Google drive
- Provision of printed key documents if requested

Prepared by: Mrs J Lawrence and Mrs T Goodwin  
(March 2020)

Updated by : Mrs C Burgess (March 2023)

Approved by the Governing Body:



Signature:

Name: Mrs T Goodwin,, Chair of Governors

Date: 26<sup>th</sup> April 2023

To be reviewed in 3 years

Date for review: March 2026