



Policies & Procedures

Governor Induction Procedure

Next review date – March 2029



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 Heads, 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)
- 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:

- Governor code of conduct
 - Committee structure
 - Remits of The Board
 - Academy Trust handbook
 - Academy Governance guide
 - 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

Updated by : Mrs C Burgess (March 2026)

Approved by the Governing Body:



Signature:

Name: Mrs T Goodwin,, Chair of Governors

Date: March 2026

To be reviewed in 3 years

Date for review: February 2029