



Induction Policy for Governors

1. Statement of Intent

The Governing Body believes it's essential that all new governors receive a comprehensive induction covering the range of governors' responsibilities, expectations of governors at Holbrook School and current priorities for the governing body. We aim to ensure that all 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.

2. Key Purposes to:

- ensure new governors receive a warm welcome to Holbrook School
- enable new governors to visit the school during its working day
- set up meetings with the Head Teacher and Chair of Governors
- explain the relationship between the Head Teacher and Governing Body
- explain the roles and responsibilities of governors
- explain how the GB and its committees work
- enable new governors to join the committee(s) of their choice
- give background material on the school and current issues
- enable new governors to ask questions about their role and/or the school
- inform new governors of the minimum required commitment
- help new governors become quickly involved in the work of the governing body
- explain the expectations of Holbrook governors as outlined in the governors' code of conduct

3. Respective Responsibilities

The head teacher will:

invite the new governor to visit the school; advise on current school issues; arrange a school tour

The chair of governors will:

- write a welcome letter to the new governor
- meet with the new governor prior to appointment /attendance at first meeting to ensure understanding of the expectations and explain governors' roles and responsibilities
- explain how the GB and committee meetings are conducted
- advise how agendas are determined and structured
- explain the importance of accessing Fronter regularly
- explain how to access governor training
- advise on communication methods between governors, clerk and head teacher
- explain how to contact the school and the clerk to governors
- invite new/potential governor to attend all committee meetings as an observer to extend knowledge and help determine which committee they would like to join
- offer a mentor to the new governor
- explain how the governing body fulfils its responsibilities
- advise on governing body's responsibilities for safeguarding
- advise on governors' allowances scheme
- offer the opportunity to shadow another governor on a monitoring visit
- invite the new governor to suggest how the induction policy might be improved

The clerk to governors will:

- provide or direct the new governor to the documents referred to in section 4.
- be the link between the chair of governors, head teacher and new governor to ensure that all elements of the governors' induction policy are implemented.
- arrange for completion of checklist by new governor
- arrange for completion of pecuniary interests form
- provide details of requirements for CRB clearance
- provide a password for accessing Fronter
- provide details of upcoming training sessions
- brief the new governor on how to access Fronter

The governor mentor (if appointed) will:

- contact the new governor before they attend their first meeting
- agree with the new governor the precise role to be played by the mentor
- provide ongoing induction/support of the new governor for as long as required

The committee chair will:

- Support the new governor by providing recent minutes and any other relevant documents

4. Documents to be provided electronically or accessed via the school Website

www.holbrooktrowbridge.co.uk

Holbrook's "Code of Conduct for governors"

First section of the most recent Keeping Children Safe in Education (KCSIE) document to be signed as having read and returned to the clerk

Business interests form (for signing)

All school policies via website/Fronter

School prospectus via website

Details of the GB committees, including their Terms of Reference

Minutes of the most recent full GB meeting and committee meetings

Most recent Annual Governance Statement

Dates for future governors' meetings, including committees

Key agendas schedules

Governing Body membership list

Governors Monitoring and Evaluation policy

Governors' Allowances Scheme

Strategic Plan

Current term's action plans/ GB improvement plan

The latest OFSTED report

Governance Handbook

Competency Framework for Governance

A framework for Governance: a flexible guide to strategic planning

Reviewed at FGB meeting 28.2.18

Induction check list (for completion by new governor)

Please complete the two right hand columns as each stage is completed.

		Tick
1	Had a meeting with Chair of Governors	
2	Had a meeting with Head Teacher	
3	Given a tour of the school	
4	Offered a governor mentor	
5	Agreed to observe governors' code of conduct	
6	Completed business interests form	
7	Completed Criminal Records Bureau (CRB) clearance form	
8	Advised how to access governor training	
9	Invited to attend all committee meetings	
10	Received the information listed under section 4 of the policy	
11	Offered the opportunity to shadow another governor on a monitoring visit	
12	Reviewed induction process to identify improvements	
13	Received briefing from clerk on accessing Fronter	
14	Passed completed checklist to chair of governors	

Please use the space below to list any suggested improvements to this policy

Name

Signed

Date: