



Benfieldside Primary School Induction Policy for New Governors

The Governing Body and Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. We are committed to ensuring that new governors are given the necessary information and support to fulfil their role with confidence. Our Induction process is designed to lead to effective governance and the retention of our valued 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 the ethos and values
- To meet the Headteacher, staff and children
- To explain the partnership between the Headteacher, school and Governing Body
- To explain the roles and responsibilities of governors
- To give background material on the school and current priorities
- To allow new governors to ask questions about their role and/or the school
- To explain how the Governing Body and associated committees work
- To encourage new governors to undertake relevant training

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to arrange a visit to the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Headteacher
- Have the opportunity to meet informally with an existing governor, to act as mentor
- Have the opportunity to review their first meeting with their mentor
- Be encouraged to attend governor training, including induction training within the first 6 months of their appointment and attend other developmental training on an ongoing basis

Areas that the Headteacher will cover include:

- Context of the school
- Current issues facing the school
- Arranging visits to the school to undertake the monitoring role of governors and to gather relevant information
- The relationship between the Headteacher and Governing Body

Areas that the governor mentor will cover include:

- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Governor Training

INDUCTION PACK

The School Governor Support Service at Durham County Council (DCC) will provide governors with a welcome pack, including the following contents:

- Local authority governor training programme

- Register of business interest form and data protection form to return to the school
- New Governors will be added to the mailing list for DCC Governors' Bulletins

The Headteacher will provide:

- A copy of the most recent School Development Plan
- A copy of the most recent School Self Evaluation (SSE) documentation
- Dates of future meetings, including committees
- Details of how to contact the school, including e-mail addresses
- School website address for new governors to view policies, general school information

NEW GOVERNOR CHECKLIST

(Governor to sign once actioned)

- Welcomed to the Governing Body by the Chair
- Allocated an identified governor mentor
- Invited by the Headteacher to visit the school to meet staff and children priorities
- Received an informal briefing on the school from the Head

Reviewed first governing body meeting with mentor

Received local authority welcome pack.....

Received school induction pack with information detailed in the Induction policy.....

Booked on local authority induction training

Booked on any other training sessions (please specify).....

Name:

(Print full name of governor)

Signed:

Date:

Please retain the original signed copy once copied for the Governors' File