



Governor Induction Policy

Swinderby All Saints Primary School

Approved by:	Governing Body
Last approved on:	July 2024
Reviewed:	Bi-annually

GOVERNOR INDUCTION POLICY

The governing body, in order to fulfil its responsibilities effectively, deems it is essential that each governor is committed to a shared vision for the school and that the governing body is working well as a team to achieve this.

To help new governors feel able to take an active part within the governing body and be valued as an equal member of the team, we recognise the need for new governors to have an induction – a period of planned support to introduce them to their new role.

Aims

The aims of the induction are to:

- Welcome new governors to the governing body and enable them to meet other members
- Facilitate quick engagement with the working of the governing body
- Encourage shared responsibility and an equitable contribution to the workload of the governing body
- Encourage new governors to visit the school to experience its atmosphere and understand the ethos
- Meet with the Headteacher, staff and students
- Explain the partnership between the Headteacher, school community and governing body
- Explain the role and responsibilities of governors
- Give background material on the school and current issues
- Allow new governors to ask questions about their role and/or the school
- Explain how the governing body works and its structure

Stages

Welcome Packs

- The Clerk send out a welcoming pack including the induction checklist (**appendix 1**).
- The new governor will also receive induction information from LCC Governor Support.
- If the new governor is a foundation governor will also receive induction information DBE.

Meeting with Chair

The Chair of Governors welcomes the new governor to the team and offers the opportunity to meet prior to the first formal governing body meeting. The Chair will decide with the new governor whether and who should be their mentor.

Meeting with Headteacher

The Headteacher welcomes the new governor to the team and provide the governor will a tour of the school (if the governor does not already know the school).

On-Line Induction

- The new governor is asked to complete on-line training using The Key or NGA Modules. The Clerk sends the training link to the new governor as part of the Welcome Pack.
- The new governor will also be asked to complete the Safeguarding – The Governors Role NGA module. The Clerk sends the training link to the new governor as part of the Welcome Pack.

- If the governor is a foundation governor they may be also be asked to attend other training. This is arranged by the Diocesan Board for Education.

Further Training

- Further training is discussed at their induction meeting with the Chair of Governors.

Approval of training with financial impact is provided at **appendix 2**.

Role of Mentor (if one is needed)

The mentor will seek to support the new member e.g., meet with them before

- the committee meeting
- the first governing body meeting
- first governor visit
- after six months in new role.

The selection of the mentor will depend on the past experience of the new governor and also the category of that governor.

Governor Initial Induction Checklist

INFORMATION BEFORE INDUCTION MEETING – CLERK TO SEND	
Action	Notes
Terms of reference for the governing board	 Terms of Reference October 2023.docx
Governors' code of conduct	 Governor Code of Conduct 2023-24.doc
Information on governor visits	 QuickRead_govern or_school_visits.pdf
Information on where the new governor can access the school's policies on OneDrive	To be advised once school email in place
Minutes from the last governors' meeting	 Mins 14 May 2024 TBC.docx
Access details for governors' website shared area and OneDrive	To be advised once school email in place
Login details for secure governor email account	To be advised once school email in place
(Confirm to School) Governor declaration form DBS/barred list check Declaration of interests form	Included in welcome pack if not already completed
Provide acronyms list (general and financial)	 Welcome Pack Finance Acronyms.doc  Welcome Pack Acronyms.docx

MEETING WITH CHAIR

Action	Owner	Notes
Assign mentor/buddy	Chair to arrange	
Meet the chair	Chair to arrange	
Meet the headteacher	Chair to arrange	
Prepare for first governing board meeting	Mentor to arrange	

TRAINING AND DEVELOPMENT

Action	Owner	Notes
Complete skills audit	New governor to complete	 NGA Skills Audit 2023.docx
Register for The Key for School Governors	Clerk to arrange, new governor to complete	To be advised once school email in place
Register for the NGA training modules	Clerk to arrange, new governor to complete	To be advised once school email in place
Complete online induction training	Governor to complete and send certification to Clerk	Governance: your role, responsibilities and organisation National Governance Association (nga.org.uk)
Safeguarding training	Governor to complete and send certification to Clerk	Safeguarding: how to fulfil the governance role National Governance Association (nga.org.uk)

ACTIONS FOR NEW GOVERNOR

Action	Notes
Ask your workplace about time off for governor duties (if applicable)	
Read the Governance Handbook from the Department for Education (DfE)	Maintained schools governance guide - Guidance - GOV.UK (www.gov.uk)

Read the school's latest Ofsted report	Swinderby All Saints Church of England Primary School - Ofsted Reports
Read the school's latest SIAMs report	Swinderby All Saints Church of England Primary School - SIAMS
Read the school's policies including • Complaints • Finance • Admissions • Health and Safety • Safeguarding • SEND	Swinderby All Saints Church of England Primary School - Policies
Familiarise yourself with the school by looking at the website	
Read Keeping Children Safe in Education (sections 2 and 3)	

VISITING THE SCHOOL

Action	Owner	Notes
Complete a school tour	Chair/Headteacher to arrange	
Meet the headteacher	Chair/Headteacher to arrange	
Meet the staff	Headteacher to arrange	

Appendix 2 Administration of Training

	Stages								
	1		2		3		4		5
Training with finance requirement	Member sends request to Clerk		Clerk checks training matrix and seeks approval from Chair		Clerk asks admin team to book		Admin team books training and advises governor		Governor advises Clerk when they have complete training and sends Clerk copy of certificate and Clerk marks train off training matrix
Free training	Member checks matrix/seek advice from Clerk		Clerk checks possible training options and matrix		Clerk/Governor books training.				Governor advises Clerk when they have complete training sends Clerk copy of certificate and Clerk marks train off training matrix
Collective governor training	Governing Body agrees training and appoints Co-ordinator		Co-ordinator arranges training		Co-ordinator/Clerk advises members of training		Coordinator advises Clerk when training completed		If necessary, all members send Clerk copy of certificate and Clerk marks training off on training matrix