

## Governor Induction Policy – Stanley Grove School

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. There is a commitment to ensure that the 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.

### Purpose:

- To welcome new Governors to the Governing Body and enable them to meet other members
- To encourage new Governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher, Chair, staff and children
- To explain the partnership between the Headteacher, school and Governing Body
- To explain the role and responsibilities of Governors
- To give background material on the school and current issues
- To allow new Governors to ask questions about their role and/or the school
- To explain how the Governing Body and its committees work
- To allow new Governors to join the committee(s) of their choice

### New Governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit 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 who will then act as their mentor
- Be accompanied by their mentor to their first full Governing Body meeting (if required)
- Have the opportunity to review their first meeting with the mentor
- Attend Wakefield School Governor Services New Governor Induction course within the first year of governorship
- Plan suitable training opportunities for the coming year.

### New Governors will receive:

- The school's induction guidance/pack
- The Governing Body's Code of Conduct
- Wakefield School Governor Services Governor Training programme timetable
- Details of the Governing Body committees including their terms of reference
- Dates for future Governing Body and Committee meetings
- Details of how to contact the other Governors
- Details of how to contact the school including the e-mail address
- Details of how to access the Governors' area on the school's website and VLE
- A calendar of school events
- Recent school newsletters

**New Governors are also recommended to read:**

- The School Improvement Plan
- The latest Ofsted Inspection Report
- The School's Self-Evaluation Summary
- The Governing Body's Annual Planner
- The OfSTED Data Dashboard for the school
- Policy documents relevant to committee membership
- The monitoring performance and evaluation policy
- The school visits policy
- The Governing Body's Code of Conduct
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**Areas that the Headteacher will cover include:**

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and Governing Body

**Areas that the 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

**New Governor Checklist**

Activity	Signed	Date
Welcomed to the Governing Body by the Chair		
Invited by the Headteacher to visit the school		
Toured the school and met staff and children		
Received an informal briefing on the school from the Headteacher		
Met informally with an existing Governor who will act as mentor		
Reviewed first meeting with the mentor		
Attended Wakefield's School Governor Services New Governor Induction course		
Planned suitable training opportunities for the coming year		
Accessed the VLE		
Documentation/information received	Signed	Date
School's induction guidance/pack		
Wakefield Governor training and development programme timetable		
Details of the Governing Body committees (including their terms of reference)		
Policy documents relevant to committee membership		

Dates for future Governing Body and Committee meetings		
Details of how to contact the other Governors		
Details of how to contact the school (including the e-mail addresses)		
Details of how to access the Governors' area of the VLE and the school's website		
Calendar of school events		
School newsletters		
School Improvement Plan		
Latest Ofsted Inspection report		
Latest Ofsted Data Dashboard		
Latest School Self-Evaluation Summary		
Governing Body's Annual Planner		
Performance and evaluation policy		
School visits policy		
Governing Body Code of Conduct		
<b>Covered by Headteacher/Mentor</b>	<b>Signed</b>	<b>Date</b>
Background to the school		
Current issues facing the school		
Visiting the school		
Overview of the Governor's role		
Relationship between the Headteacher and Governing Body		
How to propose agenda items		
Governor training opportunities		

Name:

(Print FULL name of Governor)

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of Governors.