

# Sherburn Primary School



## New Governor Induction Policy

|                                |               |
|--------------------------------|---------------|
| Date Adopted by Governing Body | October 2020  |
| Review Period                  | Every 3 years |
| Review Date                    | October 2023  |

Governors share in the strategic responsibility of promoting high educational standards for all pupils.

The Governing Body and Headteacher of Sherburn Primary School believe it is essential that all new Governors receive a comprehensive induction programme covering a broad range of issues and topics.

There is a commitment to ensure that 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.

- To welcome new Governors:
- To give the opportunity to visit the school and experience its atmosphere and understand its ethos;
- To meet the Headteacher, staff and pupils;
- To explain the partnership between the Headteacher, school and Governing Body:
- To explain the role and responsibilities of Governors;
- To, if not already undertaken, discuss and complete a skills audit;
- To explain how the Governing Body and its committees work;
- To enable new Governors to join the committee(s) of their choice;
- To discuss expectations on Governors in terms of commitment and workload;
- To discuss relevant training opportunities;
- To ensure Governors complete details form and Disclosure and Barring Service (DBS) application;
- To ensure Governors understand and sign up to the Code of Conduct;
- To receive safeguarding information and policies;
- To enable the Chair/Headteacher to give background information on the school and discuss current issues;
- To enable new Governors to ask questions about their role;
- To provide any relevant email addresses/log ins to online services.

The actions to be taken and information to be shared are noted in Appendix 1.

## Appendix 1

| <b>NEW GOVERNOR INDUCTION CHECKLIST</b>           |   |                 |       |
|---|---|-----------------|-------|
| <b>Name of Governor/Trustee:</b>                  |   |                 |       |
| <b>Date of Induction Commenced:</b>               |   |                 |       |
| THE GOVERNING BODY                                |   |                 |       |
| Action  | Owner   | Completion date | Notes |
| Meet the Chair of Governors                       | Chair to arrange                              |                 |       |
| Assign mentor/buddy                               | Chair to arrange                              |                 |       |
| Complete a tour of the school                     | Chair/mentor and Headteacher to arrange       |                 |       |
| Meet the Headteacher                              | Chair/mentor and Headteacher to arrange       |                 |       |
| Attend first full Governing Body meeting          | Governor                                      |                 |       |
| Review first meeting                              | Chair/mentor and Governor                     |                 |       |
| Observe committee meetings                        | Chair/mentor to arrange, Governor to complete |                 |       |
| TRAINING AND PAPERWORK                            |   |                 |       |
| Action  | Owner   | Completion date | Notes |
| Complete skills audit and identify training needs | Governor                                      |                 |       |
| Complete details/declaration form                 | Governor                                      |                 |       |

| Complete DBS   | Governor                  |                        |              |
|--|---------------------------|------------------------|--------------|
| <b>ITEMS THE NEW GOVERNOR SHOULD RECEIVE</b>                           |                           |                        |              |
| <b>Action</b>  | <b>Owner</b>              | <b>Completion date</b> | <b>Notes</b> |
| Information on the composition of the Governing Board                  | Chair/mentor              |                        |              |
| List of staff and their roles  | Chair/mentor              |                        |              |
| Terms of reference for the Governing Body/Scheme of Delegation         | Chair/mentor              |                        |              |
| Terms of reference for each committee                                  | Chair/mentor              |                        |              |
| List of future meeting dates   | Chair/mentor              |                        |              |
| Code of Conduct  | Chair/mentor              |                        |              |
| Information on visits/monitoring                                       | Chair/mentor              |                        |              |
| Information on where Governor can access all policies                  | Chair/mentor              |                        |              |
| Safeguarding Policy  | Chair/mentor              |                        |              |
| Information on school context/pupil composition                        | Chair/mentor, Headteacher |                        |              |
| Summary of or full school improvement plan                             | Chair/mentor, Headteacher |                        |              |
| Minutes from the last Governors' meeting                               | Chair/mentor and Clerk    |                        |              |
| Chair's contact details  | Chair                     |                        |              |
| A list of current Governors and their contact details (if appropriate) | Chair/mentor and Clerk    |                        |              |

|  |                                     |                        |              |
|--|-------------------------------------|------------------------|--------------|
| Clerk's contact details  | Clerk                               |                        |              |
| Access details for Governors' shared area (if applicable)        | Chair/mentor                        |                        |              |
| Login details for secure governor email account (if applicable)  | Chair/mentor to arrange with school |                        |              |
| <b>ACTIONS FOR THE NEW GOVERNOR</b>                              |                                     |                        |              |
| <b>Action</b>  | <b>Owner</b>                        | <b>Completion date</b> | <b>Notes</b> |
| Ask workplace about time off for Governor duties (if applicable) | Governor                            |                        |              |
| Read Governance Handbook from the Department for Education (DfE) | Governor                            |                        |              |
| Read the school's Ofsted report                                  | Governor                            |                        |              |
| Look at the school website                                       | Governor                            |                        |              |
| Sign Code of Conduct   | Governor                            |                        |              |
| Complete details/declaration form                                | Governor                            |                        |              |
| Complete DBS   | Governor                            |                        |              |
| Book relevant training including EDGS induction                  | Governor                            |                        |              |

**ACTIONS FOR EDUCATION DURHAM GOVERNANCE SERVICES (EDGS)**

| <b>Action</b>   | <b>Owner</b> | <b>Completion date</b> | <b>Notes</b> |
|---|--------------|------------------------|--------------|
| Confirmation of appointment                                   | EDGS         |                        |              |
| Email Introduction to Governance Booklet                      | EDGS         |                        |              |
| Email the current Governor Training and Development Directory | EDGS         |                        |              |

**OTHER ACTIONS**

| <b>Action</b> | <b>Owner</b> | <b>Completion date</b> | <b>Notes</b> |
|---------------|--------------|------------------------|--------------|
|               |              |                        |              |
|               |              |                        |              |
|               |              |                        |              |