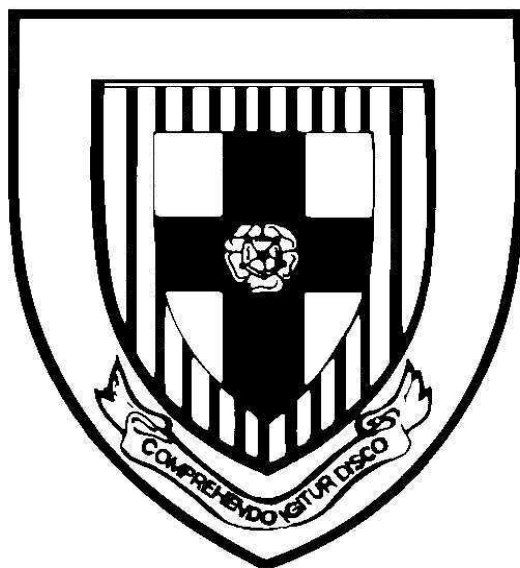


Oak Cottage Primary School



Governor Induction Policy

January 2023

Ratified by GBM 25th January 2023

Review date : January 2025

GOVERNOR INDUCTION POLICY

A. Introduction

The Governing Body and Headteacher are committed to ensuring that new governors have access to 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. New governors will receive a comprehensive induction package covering a broad range of issues and topics, which are outlined below:

B. Aims

1. To welcome new governors to the Governing Body and enable them to meet other members.
2. To facilitate a quick engagement with the working of the Governing Body.
3. To encourage shared responsibility and an equitable contribution to the workload of the Governing Body.
4. To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
5. To meet the Headteacher, staff and students.
6. To explain the partnership between the Headteacher, school community and Governing Body.
7. To explain the role and responsibilities of governors.
8. To give background material on the school and current issues.
9. To allow new governors to ask questions about their role and/or the school.
10. To explain how the Governing Body works.

C. Requirements & Procedures

1. New governors will, as soon as is practicable:

- 1.1. Be welcomed to the Governing Body by the Chair;
- 1.2. Be invited by the Headteacher/Governance Professional to visit the school;
- 1.3. Have the opportunity to tour the school and meet staff and students;
- 1.4. Receive an informal briefing on the school from the Headteacher and/or Chair;
- 1.5. Be asked to complete a 'Code of Conduct form' and 'Declaration of business interest';
- 1.6. Have the opportunity to meet informally with an existing governor who will then act as their mentor (if possible)
- 1.7. Be accompanied (if possible) by their mentor to their first full Governing Body meeting;
- 1.8. Have the opportunity to review their first meeting with the mentor;

2. New governors will receive, within two weeks of appointment:

See Checklist Below

3. New governors are recommended to read:

- 3.1. The latest Ofsted report for Oak Cottage Primary School (links on school website)
- 3.2. Governors Handbook (website link);
- 3.4 Last GB Minutes (excluding P&C) including the last headteacher report

4. Areas of discussion, which the Chair of Governors or mentor will cover with the new governor, should include:

- 4.1. Background to the school;
- 4.2. Current issues facing the school;
- 4.3. Visiting the school;
- 4.4. Child Protection arrangements at the school and the governor's role in safeguarding these;
- 4.5. The relationship between the Headteacher and Governing Body;
- 4.6. An overview of the governor's role, including confidentiality;
- 4.7. How the full Governing Body meetings are conducted;
- 4.8. Importance of giving apologies if unable to attend meetings;
- 4.9. How to propose agenda items or raise AOB;
- 4.10. Governor training.

Induction procedure	Responsible	Governor to initial and date when completed
Welcomed to the Governing Body by the Chair (letter)	Chair	
Read and Signed the Governor Code of Conduct and Returned to Governance Professional	New Governor	
Read and Signed Record of Pecuniary/Business Interests form	New Governor	
Invited by the Headteacher/Governance Professional to visit the school	Headteacher	
Toured the school(s) and met staff and students	Headteacher	
Received an informal briefing on the school	Headteacher	
Assigned/met informally with governor who will act as mentor (where possible)	Chair	
Complete DBS checks / Barred Management Check/ Update SCR	Governance Professional	
Complete the HAYS Governor – Safeguarding and Child Protection module	Governance Professional	
Read the school's policies: Child Protection/Safeguarding/Behaviour & Administration of Medicines – (on the school website)	New Governor	
Have you received?		
DfE "Governors Handbook" (digital copy)	Governance Professional	
Governors Welcome Handbook/letter	Governance Professional	
Governors Welcome letter from SMBC Governor Services	Governance Professional/SMBC	
Last GB minutes including headteachers report	Governance Professional	
Registered an account on The Key (Governorhub) see welcome page from SMBC	New Governor	
A governor email address specific to Oak Cottage Primary School	Governance Professional	
Access to Governorhub	Governance Professional	
The School Development Plan & SEF	Governance Professional	
Dates for future governors' meetings	Governance Professional	
Details of how to contact the other governors	Governance Professional	
Details of how to contact the school (on website)	New Governor	
Staff list/Governor positions	Governance Professional	
Recent School newsletters (school website)	New Governor	
Reviewed details of Ofsted Data Dashboard (http://dashboard.ofsted.gov.uk/) or available from school website	New Governor	
Has Chair of Governors or Headteacher covered?		
Background to the school	Head/Chair	
Current issues facing the school	Head/Chair	
Visiting the school (in Federation Governors Handbook)	Head/Chair	
Child Protection arrangements (including who is the school's designated Child Protection Officer/Deputies) and the governor's role	Headteacher	
Overview of the governor's role (see handbook)	New Governor	
Relationship between the Headteacher and Governing Body (see handbook)	New Governor	
Have you had the opportunity to review your first GB meeting with the mentor?	New Governor/Mentor	

Full Name of Governor: _____

Signed: _____ Date: _____

Please retain original signed copy for your own records and forward a copy to the Governance Professional (Clerk to Governors).

