

Newfield Primary School

Everyone Learning Together



Governor Induction Policy

Approved by:	Maranda Ikpeba and Kim Beat	Date: 3 rd December 2024
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1. Introduction

The Governing Body and Head Teacher believe it is essential that all new governors receive a comprehensive induction covering a broad range of issues and topics. This process is seen as an investment, leading to more effective governance and retention of governors. The Governing Body will ensure that new governors are given the necessary information and support to fulfil their role with confidence.

2. Induction 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, 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 ensure that governors comply with statutory requirements from the start.
- To allow new governors to join the committee(s) of their choice and choose link subjects that they are interested in.

3. Legislation and guidance

This policy takes account of the requirements of:

- [Keeping Children Safe in Education – latest edition](#)
- [The Governance Handbook – latest edition](#)
- [Constitution of governing bodies of maintained schools](#)

4. Induction procedure

New governors will:

- Be welcomed to the Governing Body by the Chair/Co-Chairs.
- Be invited by the Head Teacher to visit the school.
- Go on a tour of the school and meet staff and children.
- Be introduced to other senior leaders and the School Business Manager and office staff.
- Receive an informal briefing on the school from the Head Teacher and/or Chair/Co-Chair including the school's vision, current issues and safeguarding arrangements.
- Be asked to complete a DBS check and declaration.
- Be asked to read Keeping Children Safe in Education and confirm they have read it on Governor Hub
- Be assigned a mentor.
- Be accompanied by their mentor to their first full Governing Body meeting.
- Have the opportunity to review their first meeting with the mentor.
- Complete a Governors Skills Audit Form and submit to the governor leading on governor training. This will enable skills to be matched to committees/tasks and for planned support to be organised to meet any training needs.
- Be provided with a checklist – see end of this policy – to keep track of the induction process.

5. Roles and Responsibilities

Chair/Co-Chairs of Governors will:

- Lead the induction, with support from others as delegated
- Meet with the new governor and explain:
 - The strategic remit of the board and the difference between this and the operational role of the headteacher
 - The importance of confidentiality
 - The requirement to declare conflicts of interest and withdraw from discussions and not vote where these arise
 - The governance structure of the board and its committees
 - The 3 core functions of governance
- Introduce them to the headteacher
- Introduce the new governor to the rest of the board at their first meeting
- Assign a mentor for the new governor
- Protocols for governor visits to the school.
- How to propose agenda items.

The Headteacher will:

- Conduct a school visit tour with the new governor
- Introduce the new governor to other members of the senior leadership team (SLT) and the School Business Manager
- Arrange for the new governor to complete a DBS check

Explain:

- The school vision and strategy for improvement
- The School Self-Evaluation Form (SEF) and School Improvement Plan (SIP)
- Current issues the school is facing
- The latest school headline data
- Safeguarding arrangements at the school, including the policy and the names of the designated safeguarding lead (DSL) and deputy DSL(s)

The Clerk will:

- Make sure the new governor is set up on, and knows how to use, Governor Hub and the National Governance Association (NGA)
- Set up the new governor with online training (see Training section below)
- Provide the new governor with links to:
 - The Governance Handbook
 - The school's latest Ofsted report
 - The school prospectus

- The latest edition of Keeping Children Safe in Education (KCSIE)
- The school governance handbook and induction pack
- The Governing Body code of conduct
- Compliance information – including Declaration of interest form/instructions for online declarations of interest
- The Governing Body Terms of Reference
- Minutes of the last full Governing Body meeting
- Most recent Head Teacher's Report to Governing Body
- Dates for future governors' meetings.

6. Training

New governors will be provided with the following training opportunities upon joining the board. New governors agree to complete the training the board requires.

- Induction training - Best Brent provides induction training for new governors
- Safeguarding training:
 - Governors and trustees are required to undertake suitable safeguarding training under the latest edition of Keeping Children Safe in Education.
 - Best Brent has regular safeguarding training for governors.
 - Governors are invited to the safeguarding training for staff at the beginning of the school year and at other times during the year.
- Prevent training - Best Brent has regular Prevent training for governors and the DfE has online training for Prevent
- Any other training – related to link roles and committee membership

New Governor Checklist

New Governor Name:

Date of Appointment:

Induction procedure	Sign and date once complete
1. Welcomed to the Governing Body by the Chair	
2. Invited by the Head Teacher/Chair of Governors to visit the school	
3. Toured the school and met staff and children	
4. Completed identification process for DBS check or declaration (if applicable)	
5. Received an informal briefing on the school from the Head and/Chair	
6. Assigned/met informally with an existing governor (who will act as mentor)	
Has Chair of Governors or Mentor covered:	
7. Background to the school	
8. Current issues facing the school	
9. Visiting the school	
10. Child Protection arrangements (inc designated person/s) and the governor's role	
11. Overview of the governor's role	
12. Relationship between the Head Teacher and Governing Body	
13. Completion of Pecuniary Interests Form and returned to the Clerk	
14. Have you had the opportunity to review your first GB meeting with the mentor?	
15. Additional Comments and Longer Term Development Actions (if applicable)	
16. Details of how to contact the school including the e-mail address. (See school website)	
17. Governor Training Available including online training	
18. Recent School newsletters (See school website)	
References for additional information	
19. The school's Governance Policy and Governance Schedule	
20. Details of the Governing Body committees including the terms of reference	
21. Dates for future governors' meetings.	
22. Minutes of the last full Governing Body meeting	
23. The School Vision and Values	
24. Latest Ofsted report	
25. Latest School Profile	
26. Financial Regulations and Scheme of Delegation (Finance and Staffing Committee)	
27. The Governance Handbook	