



GOVERNOR INDUCTION POLICY

Version 3.0

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| Reviewer: | Chair Governors |
| Governor Link: | Link Governor |

GOVERNOR INDUCTION POLICY

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

A. Statement of Principle

The Governing Body and Headteacher of East Barnet School 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 all 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.

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 and its committees work.
11. To allow new governors to join the committee(s) of their choice.

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 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 CRB check and 'Declaration of business interest';
- 1.6. Have the opportunity to meet informally with an existing governor who will then act as their mentor;
- 1.7. Be accompanied (as required) by their mentor to their first full Governing Body meeting;
- 1.8. Have the opportunity to review their first meeting with the mentor;
- 1.9. Receive Fronter Log in and password;
- 1.10. Have a photo taken for their ID Card.

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

- 2.1. The DfE "Governors Handbook" (web link, pdf or printed copy);
- 2.2. The School's "Induction Pack for School Governors";
- 2.3. The latest School Development Plan;
- 2.4. The latest Ofsted Data Dashboard snapshot for East Barnet School;

- 2.5. The Local Authority Governor Training programme and details of 'Modern Governor';
- 2.6. Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference;
- 2.7. Code of Conduct for East Barnet Governing Body;
- 2.8. A list of common acronyms;
- 2.9. Dates for future governors' meetings including committee meetings;
- 2.10. Details of how to contact the other governors;
- 2.11. Details of how to contact the school including e-mail address and web site;
- 2.12. Recent school newsletters;
- 2.13. New Governor Checklist (see appendix 1).

3. New governors are recommended to read:

- 3.1. The latest Ofsted report for East Barnet School;
- 3.2. The School prospectus or School Profile;
- 3.3. Policy documents relevant to committees they are joining.

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 and committee meetings are conducted;
- 4.8. Importance of giving apologies if unable to attend meetings;
- 4.9. How to propose agenda items;
- 4.10. Governor training.

New Governor Checklist (May 2014)

Appendix 1

| Induction procedure | New Governor to initial and date when completed |
|---|---|
| Welcomed to the Governing Body by the Chair | |
| Invited by the Headteacher/Chair of Governors to visit the school | |
| Toured the school and met staff and students | |
| Completed identification process for CRB check | |
| Completed Declaration of Business Interest | |
| Received an informal briefing on the school from the Head or Chair | |
| Assigned/met informally with governor who will act as mentor | |
| Have you received? | |
| DfE "Governors Handbook" | |
| Frontier Log in + Password | |
| ID Card | |
| "Induction Pack for School Governors" (including school map) | |
| The School Development Plan, Profile & SEF | |
| Governor Services' training programme + 'Modern Governor' details | |
| Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference | |
| Dates for future governors' meetings including committees | |
| Details of how to contact the other governors | |
| Details of how to contact the school (including e-mail addresses) | |
| Recent School newsletters | |
| Latest Ofsted report | |
| Details of Ofsted Data Dashboard (http://dashboard.ofsted.gov.uk/) | |
| Has Chair of Governors or Headteacher covered? | |
| Background to the school | |
| Current issues facing the school | |
| Visiting the school | |
| Child Protection arrangements (including who is the school's designated Child Protection Officer) and the governor's role | |
| Overview of the governor's role | |
| Relationship between the Headteacher and Governing Body | |
| Have you had the opportunity to review your first GB meeting with the mentor? | |

Full Name of New Governor: _____

Signed: _____

Date: _____

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