

EAST BARNET SCHOOL



"I want to learn"

Governor Induction Policy

Version 3.1

Review by Chairs and Vice Chairs:	May 2014
Adopted by Governing Body:	June 2014
Review Cycle:	Quinquennially
Next Review Date:	June 2019

Reviewer:	Nominated Governor
Governor Link:	Chair of Governors

GOVERNOR INDUCTION POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts 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 and 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)

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"	
Fronter 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