

GOVERNORS' INDUCTION POLICY

AIM / PURPOSE

To ensure that all Governors are equipped to carry out their roles and responsibilities especially in relation to strategic direction of the school, monitoring and evaluating and acting as a "critical friend" to the Head.

GENERAL PRINCIPLES

The Governing Body and Head 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 the 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 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 Head, staff and children
- ◆ To explain the partnership between the Head, school and Governing Body
- ◆ To explain the role and responsibilities of governors
- ◆ To give background material on the school and to understand current issues
- ◆ To allow new governors to ask questions about their role in the school
- ◆ To explain how the Governing Body and its committees work
- ◆ To allow new governors to join the committee(s) of their choice

GOVERNING INDUCTION AT TRINITY CHURCH OF ENGALND HIGH SCHOOL

(a) New governors will:

- ◆ Be welcomed to the Governing Body by the Chair
- ◆ Be invited by the Head to visit the school
- ◆ Have the opportunity to tour the school and meet staff and children
- ◆ Receive an informal briefing on the school from the Head
- ◆ Have the opportunity to meet informally with an existing governor who will then act as their mentor
- ◆ Be accompanied by their mentor to their first full Governing Body meeting (if required)
- ◆ Establish a curriculum link of their choice

(b) New governors will receive:

- ◆ The Department for Education and Skills "Guide to the Law for Governors"
- ◆ The school prospectus

- ◆ The Education Authority's governor training programme
- ◆ Details of the Governing Body Committees including their terms of reference
- ◆ Dates for future governors' meetings including committees
- ◆ Details of how to contact other governors
- ◆ Details of how to contact the school including the e-mail address
- ◆ A calendar of school events
- ◆ Recent newsletters

(c) New governors are also recommended to read:

- ◆ The School Development / Improvement Plan
- ◆ The latest Ofsted report and Action Plan
- ◆ Policy documents relevant to committee membership
- ◆ The latest Annual Report to Parents
- ◆ The monitoring performance and evaluation policy
- ◆ The Educational Visits Policy

Areas that the Head will cover include:

- ◆ Background to the school
- ◆ Current issues facing the school
- ◆ Visiting the school
- ◆ The relationship between the Head and Governing Body

Areas that the mentor will cover include:

- ◆ An overview of the governor's role
- ◆ How the full Governing Body and committee meetings are conducted
- ◆ How to propose agenda items
- ◆ Governor training

(d) The Governing Body will:

- ◆ Make every effort to make the new governor feel comfortable – do we use first names? what do we wear? etc.
- ◆ Have at least one social get together per year to help break down barriers
- ◆ Improve the seating arrangements!
- ◆ Clarify the governors' expenses policy

MONITORING AND EVALUATION

This will be carried out by the Full Governing Body following feedback from individual governors.

NEW GOVERNOR CHECKLIST
(Governor please sign once actioned)

- Welcomed to the Governing Body by the Chair
- Invited by the Head to visit the school
- Toured the school and met staff and children
- Received an informal briefing on the school from the Head
- Met informally with an existing governor
(who will act as mentor)
- Reviewed first meeting with the mentor

Have you received:

- DfES 'Guide to the Law for Governors'?
- School prospectus?
- Education Authority's governor training and
development programme?
- 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 the e-mail addresses)?
- Calendar of school events?
- School newsletters?
- School Development / Improvement Plan?
- Latest Ofsted report and Action Plan?
- Policy documents relevant to committee membership?
- Latest Annual Report to Parents?
- Monitoring and Evaluation Policy?
- Educational Visits Policy?

Has the Head covered:

- Background to the school?
- Current issues facing the school?
- Visiting the school?
- Overview of the governor's role?
- Relationship between the Head and Governing Body?

Name (Print FULL name):

Signed:..... Date:

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