

Crook Primary School

New Governor Induction Policy

Date Adopted by Governing Body	
Review Period	Every 3 years
Review Date	Autumn Term 2023

Governors share in the strategic responsibility of promoting high educational standards for all pupils.

The Governing Body and Headteacher of Crook Primary School believe it is essential that all new Governors receive a comprehensive induction programme covering a broad range of issues and topics.

There is a commitment to ensure that 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.

The purpose of induction is:

- To welcome new Governors;
- To give the opportunity to visit the school and experience its atmosphere and understand its ethos;
- To meet the Headteacher, staff and pupils;
- To explain the partnership between the Headteacher, school and Governing Body;
- To explain the role and responsibilities of Governors;
- To, if not already undertaken, discuss and complete a skills audit;
- To explain how the Governing Body and its committees work;
- To enable new Governors to join committees;
- To discuss expectations on Governors in terms of commitment and workload;
- To discuss relevant training opportunities;
- To ensure Governors complete details form and Disclosure and Barring Service (DBS) application;
- To ensure Governors understand and sign up to the Code of Conduct;
- To receive safeguarding information and policies;
- To enable the Chair/Headteacher to give background information on the school and discuss current issues;
- To enable new Governors to ask questions about their role;
- To provide any relevant email addresses/log ins to online services.

The actions to be taken and information to be shared are noted in Appendix 1.

Appendix 1

NEW GOVERNOR INDUCTION CHECKLIST			
Name of Governor:			
Date of Induction Commenced:			
THE GOVERNING BODY			
Action	Owner	Completion date	Notes
Meet the Chair of Governors	Chair to arrange		
Assign mentor/buddy	Chair to arrange		
Complete a tour of the school	Chair/mentor and Headteacher to arrange		
Meet the Headteacher	Chair/mentor and Headteacher to arrange		
Attend first full Governing Body meeting	Governor		
Review first meeting	Chair/mentor and Governor		
Observe committee meetings	Chair/mentor to arrange, Governor to complete		
TRAINING AND PAPERWORK			
Action	Owner	Completion date	Notes
Complete skills audit and identify training needs	Governor		

Complete details/declaration form	Governor		
Complete DBS	Governor		
ITEMS THE NEW GOVERNOR SHOULD RECEIVE			
Action	Owner	Completion date	Notes
Information on the composition of the Governing Board	Chair/mentor		
List of staff and their roles	Chair/mentor		
Terms of reference for the Governing Body/Scheme of Delegation	Chair/mentor		
Terms of reference for each committee	Chair/mentor		
List of future meeting dates	Chair/mentor		
Code of Conduct	Chair/mentor		
Information on visits/monitoring	Chair/mentor		
Information on where Governor can access all policies	Chair/mentor		
Safeguarding Policy	Chair/mentor		
Information on school context/pupil composition	Chair/mentor, Headteacher		
Summary of or full school improvement plan	Chair/mentor, Headteacher		
Minutes from the last Governors' meeting	Chair/mentor and Clerk		
Chair's contact details	Chair		

A list of current Governors and their contact details (if appropriate)	Chair/mentor and Clerk		
Clerk's contact details	Clerk		
Access details for Governors' shared area (if applicable)	Chair/mentor		
Login details for secure governor email account (if applicable)	Chair/mentor to arrange with school		

ACTIONS FOR THE NEW GOVERNOR

Action	Owner	Completion date	Notes
Ask workplace about time off for Governor duties (if applicable)	Governor		
Read Governance Handbook from the Department for Education (DfE)	Governor		
Read the school's Ofsted report	Governor		
Look at the school website	Governor		
Sign Code of Conduct	Governor		
Complete details/declaration form	Governor		
Complete DBS	Governor		
Book relevant training including EDGS induction	Governor		

ACTIONS FOR EDUCATION DURHAM GOVERNANCE SERVICES (EDGS)

Action	Owner	Completion date	Notes
Confirmation of appointment	EDGS		
Email Introduction to Governance Booklet	EDGS		
Email the current Governor Training and Development Directory	EDGS		

OTHER ACTIONS

Action	Owner	Completion date	Notes