



Wibsey Primary School

Governor Induction Policy

The Governing Body and Headteacher 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 and confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

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 allow new governors to join the committee(s) of their choice.

New governors will:

- Be welcomed to the Governing Body by the chair.
- Be invited by the Headteacher 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 Headteacher and/or chair.
- Be asked to complete a DBS check and declaration.
- Have 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).
- Have the opportunity to review their first meeting with the mentor.

New governors will receive:

- The DFE "Guide to the Law for Governors".
- The School Development Plan.
- The Local Authority Governor Services' Welcome Pack and governor training programme.
- 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 and the clerk.
- Details of how to contact the school.
- Details of the school website.

- Login for Bradford Schools Online.
- Latest Ofsted report.
- Latest Data Dashboard information.
- List of school policies.
- Copy of the staff handbook.
- A copy of the Schools Financial Handbook and a copy of the current budget.

Areas that that Chair of Governors/mentor will cover include:

- Background to the school.
- Current issues facing the school.
- Visiting the school.
- The relationship between the Headteacher and Governing Body.
- An overview of the governors' role (including a mention of confidentiality and acronyms).
- How the full Governing Body and committee meetings are conducted.
- How to propose agenda items.
- Governor training.

Agreed by Governors	Full Governors	X
	Finance and General Purposes	
	Teaching and Learning	
Date:		
Chair of Committee	John Haddock	
Written	January 2016	
Review	January 2019	

New Governor checklist	Governor: please sign and date once actioned.
Induction procedure	
Welcomed to the Governing Body by the Chair	
Completed identification process for CRB check or declaration	
Invited by the Headteacher/Chair of Governors to visit the school.	
Toured the school and met staff and children	
Received an informal briefing on the school from the Head or Chair	
Assigned/met informally with an existing governor (who will act as mentor)	
Have you received?	
DFE "Guide to Law for Governors"	
School Development Plan	
The Local Authority Governor Services' Welcome Pack and governor training programme.	
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 other governors	
Details of how to contact the school	
Details of the school website	
Login for Bradford Schools online	
Latest Ofsted report	
Data Dashboard information	
List of school policies	
Copy of the Staff Handbook	
A copy of the Schools Financial Handbook and a copy of the current budget	
Has Chair of Governors or Headteacher covered?	
Background to the school	
Current issues facing the school	
Visiting the school	
Overview of the governor's role	
Relationship between the Headteacher and Governing Body	
Completion of Pecuniary Interest Form	
Have you had the opportunity to review your first GB meeting with the mentor?	

Name:
(Print full name)

Signed:

Date:

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