

PJS 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 with confidence. The time put into doing this is seen as an investment leading to more effective governance and the retention of new 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 provide information on the role and responsibilities of governors.
- To give background material on the school and any current issues it may have.
- 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 enable 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 performance of the school from the Headteacher;
- have the opportunity to meet with an existing governor who will then act as their mentor;
- meet with their mentor before their first full governing body meeting to go through the agenda and paperwork and be accompanied to the meeting, if required; and,
- have the opportunity to review their first meeting with their mentor.

New governors will receive or be provided with links to:

- the Department for Education's 'Governors' Handbook';
- the school's "Guidelines for Governors" or code of conduct;
- the School Improvement Plan;
- the governing body monitoring plan;
- the school prospectus, if available;
- the Local Authority's governor training programme;
- details of the governing body committees including their terms of reference;
- dates and times for future governors' meetings, including committees;
- details of how to contact the other governors on the board;
- details of how to contact the school, including its e-mail address;
- recent school newsletters;
- the latest Ofsted report and action plan;
- the most recent Data Dashboard;
- policy documents relevant to committee membership; and,
- the governors' school visits policy.

New governor checklist *(Governor please sign once actioned)*

- Welcomed to the governing body by the Chair ()
- Invited by the Headteacher to visit the school ()
- Toured the school and met staff and children ()
- Received an informal briefing on the school from the Headteacher ()
- Met informally with an existing (mentor) governor ()
- Reviewed first meeting with the mentor ()

Have you received or been provided with links to:

- The DfE 'Governors' Handbook' ()
- School's "Guidelines for Governors" ()
- School prospectus ()
- Local Authority's governor training and development programme ()
- Details of the governing body committees, and 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 Improvement Plan ()
- Latest Ofsted report and action plan ()
- Policy documents relevant to committee membership ()
- Performance and evaluation policy ()
- School visits policy ()

Has Headteacher covered:

- Background to the school ()
- Current issues facing the school ()
- Visiting the school ()
- Relationship between the Headteacher and governing body ()

Name:

(Print FULL name of governor)

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the DTG.