

## St. Peter's School



Raunds

### Northamptonshire County Council 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 with 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
- 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)
- have the opportunity to review their first meeting with the mentor

#### New governors will receive:

- access to the DfES "Guide to the Law for Governors"
- the school prospectus
- the Local Authority governor training programme
- details of the governing body committees including their terms of reference

## Governor Induction Policy

- dates for future governors' meetings including committees
- details of how to contact other governors
- details of how to contact the school including email address
- a calendar of school events
- recent school newsletters
- any other school specific guidance to governors

New governors are also recommended to read:

- the School Improvement Plan
- the latest Ofsted report and action plan
- policy documents relevant to committee membership
- a copy of the School Profile and Self Evaluation Form
- the monitoring performance and evaluation policy
- the school visits policy

Areas that the headteacher will cover include:

- background to the school
- current issues facing the school
- visiting the school
- the relationship between the headteacher and the 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

New governor checklist:

- |  |                                     |
|--|-------------------------------------|
|  | <input checked="" type="checkbox"/> |
| Welcomed to the governing body by the chair                                      | <input type="checkbox"/>            |
| Invited by the headteacher to visit the school                                   | <input type="checkbox"/>            |
| Toured the school and met staff and children                                     | <input type="checkbox"/>            |
| Received an informal briefing on the school from the head                        | <input type="checkbox"/>            |
| Met informally with an existing governor<br>(who will act as mentor)             | <input type="checkbox"/>            |
| Reviewed first meeting with the mentor   | <input type="checkbox"/>            |
| Have you received:   |                                     |
| DfES Guide to the Law  | <input type="checkbox"/>            |
| School's 'Guidelines for Governors'  | <input type="checkbox"/>            |
| School Prospectus  | <input type="checkbox"/>            |
| LA Governor Training and Development programme                                   | <input type="checkbox"/>            |
| Details of the governing body committees<br>(including their terms of reference) | <input type="checkbox"/>            |
| Dates for future governors meetings including committees                         | <input type="checkbox"/>            |
| Details of how to contact the other governors                                    | <input type="checkbox"/>            |
| Details of how to contact the school (including email addresses)                 | <input type="checkbox"/>            |
| Calendar of school events  | <input type="checkbox"/>            |

**Governor Induction Policy**

- School newsletters
- School Improvement Plan
- Latest Ofsted report and action plan
- Policy documents relevant to committee membership
- Copy of the School Profile
- Performance and evaluation policy
- School visits policy
  
- Has the headteacher covered:
- Background to the school
- Current issues facing the school
- Visiting the school
- Overview of the governors' role
- 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 Chair of Governors.