


Mowbray School



GOVERNOR INDUCTION POLICY

MISSION STATEMENT/ETHOS

Achieving Success through Understanding, Respect and Endeavour'

Document Status			
Approval responsibility Please state either Governing Body, Sub-Committee (please state which) or Headteacher		FCB	
Person signing this policy (i.e. Chair of meeting or Headteacher)		S. H. Ho Dew	
Signed:		Date:	29/11/2018
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Date Policy uploaded onto Sharepoint		

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 Statutory committees work
- To ensure each governor has an Induction Checklist (appendix 1) which is monitored by the Clerk

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 information on or details of where to find information on the following:-

• School Profile

• 'Governors' handbook DFE

• Current Governor good practice publications

• Mentor Governor contact information

• Calendar of works for GB

• GB terms of reference

Useful website information

- GB contact list
- List of delegated / linked roles of all Governors and their responsibilities
- GB aims for the upcoming year
- Current school Newsletter
- Staff list
- Governor visit to school policy and form

- Dates and information for training
- Code of conduct Policy
- New Governor Policy
- School Contact information
- Skills audit
- Details of the Governing Body Terms of Reference
- Dates for GB meetings for the rest of the year
- Calendar of school events

New governors are also recommended to read:

- The School Development Plan
- The latest Ofsted report and action plan
- Statutory Policy documents relevant to their link role (e.g.Child Protection, SEND, Budget Management , Pay Policy, Complaints Policy and Procedure)
- 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 Governing Body
- Ensure the new Governor is processed for a DBS check

Areas that the mentor will cover include:

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



Mowbray School

Governor Induction Checklist

Governor Name –

Category of Governor ie Parent/co-opted/LA:

Term of Office:

Mentor Gov:.....

School Link:.....

Task	Allocated to	Completed/Provided
Set up Mowbray email for new governor	Clerk	
NYCC introduction letter – show to new governor	Clerk	
DBS check	HT	
Governor's details entered on Edubase	HT	
Register of Interests*	Clerk	
DFE Governance Handbook https://www.gov.uk/government/publications/governance-handbook *	Clerk	
NYCC www.CYPS.info "Induction page"	Clerk	
Instrument of Government	Clerk	
List of Governors	Clerk	
Agenda and minutes for previous meetings of Governing Body*	Clerk	
Timetable of meetings for FGB and Committees*	Clerk	
Code of Conduct and Standing Orders*	Clerk	
School Website inc. Prospectus	Clerk	
OfSTED Report and subsequent action plan*.	HT	
School Improvement Plan	Clerk	
The SEF or Governors Action Plan.	HT	
Welcome Letter*	Chair of Governors	
Visit to the School and welcome meeting with Chair and Headteacher*	mentor	
Organisation of training	Induction	

	Governor	
Register governor with The Key – governor section has an Induction part.	clerk	
Role of Governing Body, committee meeting protocols and familiarisation presentation.	Clerk	
Introductions at 1 st meeting of Governing Body	Chair and Induction Governor	
Post induction interview	Induction Governor	

Note: To provide the new governor with all the above at once may be a daunting experience for him/her. The Induction Governor may wish to consider staggering the provision of the information over a short period of time. The items marked * are, however, considered essential to be provided at the beginning.

