

PERCY HEDLEY EDUCATION SERVICES

Induction Policy for Governors

Introduction

The Governing Body believes that in order to fulfil its responsibilities effectively, it is essential that each member is committed to a shared vision for the school/college and that the Governing Body is working well as a team to achieve this.

To help new Governors to feel able to take an active part within the Governing Body and be valued as an equal member of the team, we recognise the need for new Governors to have an induction – a period of planned support to introduce them to their new role.

Principles

- to welcome new Governors to the team
- help Governors to get to know the school
- assist Governors to understand their role and responsibilities
- enable Governors to contribute fully to the work of the Governing Body.

The Governing Body will ensure that the following steps are taken:

1. The Chair of Governors/Director of Education will contact the new Governor either by informal face to face/ e mail/ letter/card welcoming the new Governor.
2. When a new Governor attends his/her first meeting, the Chair of Governors welcomes the new Governor and introduces him/her to the other Governors.
3. The new Governor is asked about their experience and/or expertise that could strengthen the Governing Body. If they wish, they can be given the opportunity to attend and observe meetings as part of induction.
4. The role of the Clerk to the Governor is to ensure that the new Governor:
 - has received a Welcome Pack from the Foundation
 - if new to the school/college is invited to visit to meet the Associate Director and staff
 - is aware of the Governor support, KEY, NCTL and is assisted to access relevant courses
 - knows who to contact for advice and support
 - is supported throughout the period of induction, by meeting with her/him periodically to check how s/he is doing and discussing any issues raised

Induction Plan

The Induction Plan incorporates all the stages of a new governor's induction and identifies who undertakes the role at the various stages, together with a record of when a task has been completed.

Name: _____

Date of appointment: _____

	Action by	Signature and date completed
Observation/pre-meeting arranged for potential governor	Executive Headteacher/ Head of School /Chair/Link Governor	
Governors informed of new Governor's details following election or co-option	Head of School, Clerk to the Governors	
Welcome card/letter	Clerk	
Welcome Pack	Clerk	
School/college information	Head of School /Chair/Link Governor	
Guide to the Law for School Governors	Clerk (Resource File)	
Meeting with Chair/link governor/mentor <ul style="list-style-type: none"> • explanation of information in Welcome Pack • explanation of conduct at meetings and administrative arrangements • explanation of committees • skills/interests discussion • calendar of Governing Body meetings 	Clerk to arrange	
Organisation of school/college visit <ul style="list-style-type: none"> • meeting Head of School and key staff • tour of school/college • introductions to staff • explanation of where relevant documents for Governors are available in school/college 	Head of School	
Organisation for first Governors' meeting <ul style="list-style-type: none"> • Introduction arrangements • Name badges • Support for contribution to meetings by new governor 	Chair/Clerk to the Governors	
Assessment of future training needs	Executive Headteacher	
Follow up discussions with new governor at intervals	Executive Headteacher	

	Action by	Signature and date completed
Evaluation of induction by new governor	Chair/ Executive Headteacher	

A sample school induction pack

Welcome to the Governing Body of _____ – we hope you will find your term of office a stimulating and fulfilling one.

This pack has been put together by governors and we hope it will give you useful guidance in the early stages of your governorship and help you to become, and to feel, part of our team.

During the coming weeks and months you will receive (perhaps ‘be bombarded with’ is more accurate!) information from school/college covering a wide variety of topics.

Some of the content may be very unfamiliar to you as much has changed in education since we were all in school, but given time and support from the rest of the team and from the training provided by the Foundation it should all begin to fall into place.

The main point to remember is that we were all new at one time! We welcome questions and discussion of points that may be puzzling to you – they may be matters we all want to know about as well, or they could be issues that we have worked out and we can explain them to you.

Members of the Governing Body:

Name	Position (i.e. Chair, Chair of Curriculum Committee, SEN Governor)
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Our Clerk to the Governing Body is:

Name	Tel No:
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The full governing body meets once a term, and some of the current governors are also members of committees which meet at other times to discuss issues in depth and report back to the full governing body.

Meetings of Joint Education Governing Boards are planned in support of all Education Services.

We all receive copies of the minutes of all the meetings to help keep track of what is going on. Please feel free to have a chat with the Chair(s) for more information at any time.

Getting to know the school and us

You are always welcome to visit the school/college and become involved in activities.

If you would like to help with any activities, please contact staff to arrange a time that suits you both.

To begin with, we want to help you get to know the rest of the governors, so soon after your election or appointment, the Clerk will contact you and fill you in on when the next meeting is and what will be happening at it.

The Associate Director will also arrange to give you a tour of the school/college and introduce you to the staff, as well as giving you copies of any relevant written material.

Meetings

We hold most Governors' meetings in the evenings, starting at approx. 6.00pm and finishing by approx. 8.00pm. (Committee meetings are arranged at times and in places to suit the members).

If you would like something to be discussed at a meeting, you can ask the Chair or Clerk to put an item on the agenda a couple of weeks before the meeting and this will be circulated at least seven days beforehand. Please bring any relevant minutes and papers to the meeting and don't forget your diary!!

Training

As we encourage Governors to participate in training, we plan sessions for Governors at certain points in the school/college year.

Finding out more...

There are lots of other places where you can find out more information. Apart from asking other members of the team, you can also look in the Governor Resources file and copies of the committees' terms of reference and of all minutes are kept in the Clerk's files on the college site.

And finally...

We are so pleased that you have joined the team. We hope that you will enjoy the experience and take the opportunity to become as involved as possible in the life of the school/college.

Welcome and good luck!!

List of items for new governors as part of the Induction Pack

- School/College Prospectus
- Ofsted report

- School/College Improvement Plan
- Previous governors' reports
- Current staff list
- Governor responsibilities list
- Membership details of governors (telephone numbers & addresses)
- Calendar of governing body & committee meetings