

The Blue Coat School

Induction Policy for New School Governors

Introduction

The Governing Body and Headteacher believe it is essential that all new Governors receive a comprehensive induction pack covering a broad range of issues and topics. There is a commitment to ensure that new Governors are given the necessary information and support to fulfil their role with confidence. This process is seen as an investment, leading to more effective governance and retention of Governors.

Aims and Objectives

- 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 background material on the School and current issues.
- To allow new Governors to join the committee(s) of their choice.

Organisation and Planning

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 (**see Note 1**).
- Have the opportunity to meet informally with an existing Governor who will act as their mentor. Where the new Governor requires a Governor mentor then they will be given the opportunity to meet formally (**see Note 2**).
- Have the opportunity to review previous minutes with their mentor prior to attendance at Governing Body meetings.
- 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 a Governor Induction Pack which includes:

- The Department for Children, Schools and Families' "Guide to the Law for Governors". Last edition on CD January 2010. Now accessible only online.

- The School prospectus.
- The Local Authority's (LA) "New Governor Induction Booklet".
- The LA's Governor training programme.
- Copies of the last set of approved Governing Body minutes.
- 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
- Details of how to contact the School, including the e-mail address.
- A calendar of School events.
- Most recent School newsletter.
- The School Improvement Plan.

New Governors are also recommended to read:

- The latest School Evaluation Summary.
- The latest OfSTED report
- The Policy on Governor visits to School

Note 1

Areas the Headteacher will cover:

- The background to the School.
- Current issues facing the School.
- Visiting the School.
- The relationship between the Headteacher and the Governing Body.

Note 2

If a mentor is requested by the new Governor, areas that the mentor will cover will 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.