



Stokes Wood Primary School Induction policy for new governors

This 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 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.

The aims of the induction are to:

- welcome new governors to the team
- help them to get to know the school
- assist them to understand their role and responsibilities
- enable them to contribute fully to the work of the governing body.

In order to achieve our aims, the governing body will ensure that the following steps are taken. (At present the Chair of Governors is in a position to take on the following roles if other governors are unable to do so.)

1. The Chair of Governors contacts the new governor to welcome him or her to the team and offering him/her the opportunity to meet before the first formal governing body meeting.
2. The Headteacher invites the new governor to visit the school.
3. When a new governor attends his/her first meeting, the Chair of Governors welcomes and introduces him/her to the other governors. Governors are asked to introduce themselves and describe any particular interests/experience they have and the new governor is given the opportunity to say something about his/herself.
4. The new governor is invited to join a relevant committee or committees. He/she can also be given the opportunity to attend and observe committee meetings before making a decision about which committees she/he might like to join.
5. A governor is appointed to take responsibility for inducting every new governor.
6. The role of the mentor Governor is to ensure that the new governor:
 - has received a welcome pack from the LA
 - receives the necessary information from the school
 - is invited to visit the school and meets the headteacher and staff
 - is aware of the governor training and development programme and is assisted to access relevant courses
 - knows how to access policy documents and other relevant information for governors
 - is invited to join one or more committee(s)
 - knows who to contact for advice and support
 - is supported throughout the period of induction, by meeting with her/him if requested or necessary



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.

Stage 1 Pre-election/ Appointment	Action by
Publicity materials displayed	Mentor governor/Headteacher
Observation/pre-meeting arranged for potential governors	Headteacher/chair/Mentor Governor
Stage 2	Action by
Governor Services team informed of new governors' details following election or appointment	Clerk to Governors
Welcome	Chair
LA Welcome Pack	Governor Services Team
School information	Headteacher/Mentor Governor
Meeting with Chair/ Mentor Governor <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 - discussion about the LA's 'Induction for New Governors' course 	Chair of Governors/Mentor Governor/Headteacher



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<p>Organisation of school visits</p> <ul style="list-style-type: none"> - meeting with headteacher - tour of school - introductions to staff - explanation of where relevant documents for governors are available in school - explanation of School Induction Pack 	Headteacher/Mentor Governor
Stage 3	Action by
<p>Organisation for first governors' meeting</p> <ul style="list-style-type: none"> - collection of governor - introduction arrangements - name badges - support for contribution to meetings by new governor 	Mentor Governor/Headteacher/Business Manager
Stage 4	Action by
Booking on "Induction Day for New Governors"	New governor
Assessment of future training needs	Mentor Governor/Headteacher
Follow up discussions with new governor at intervals	Mentor Governor/Headteacher
Evaluation of school induction by new governor	New governor



School induction letter

Welcome to the governing body of School – 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 information from school and from Leicester City Council Governor Services, covering a wide variety of topics.

Please find enclosed the names of the members of the Governing Body.

The full governing body meets once a term, and all the current governors are also members of one or more committees which meet at other times to discuss issues in depth and report back to the full governing body.

You are invited to join one or more committees as soon as you feel able to, and you're welcome to go along to any of these meetings to get to know what goes on and to help you decide where you would be happiest to make a contribution.

We all receive copies of the minutes of all the committee meetings to help keep track of what is going on. Please feel free to have a chat with the chairs of these committees for more information at any time.

Getting to know the school and us

You are always welcome to visit the school and become involved in activities. This will be arranged in consultation with the headteacher.

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

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

Meetings

We hold governors meetings in the staff room at school in the evenings, starting at 4.30pm and finishing by approximately 6.30pm. (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 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

We encourage governors to participate in training and the school pays for courses attended.

The Induction training for New Governors course is strongly recommended to you as a new governor. It provides a good all round look at the many aspects of being a governor and it also enables you to meet other people in the same position. Contact the Governor Services 0116 454 1916 for more information.

The governors;' on-line centre www.leicester.gov.uk/govonline contains a vast range of information including all the governor development sessions available.

We usually report back (briefly) on courses we've attended at the next full governors' meeting, and deposit a set of any materials given out at the training in the governors' filing cabinet in the staff room for others to refer to. Your Chair of Governors, Nilesh Makwana can provide further information.

Finding out more...

There are lots of other places where you can find out more information. Apart from asking other members of the team, the minutes and other governor information are kept in files in the Head teacher's room. Master copies of the committees' terms of reference and of all minutes are kept in the files too. Most policies can be found on the school website and the teacher drive.

Abbreviations

There's a lot of jargon in education and although we try to avoid too much of it, some slips through. Please ask if you don't know what we're talking about.

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.

Welcome and good luck!!



Essential information for new governors:-

- List of names of the governing body : school website
- Guide to the Law (available on the DfE website <http://www.education.gov.uk/schools/leadership/governance/guidetothelaw>)
- Last Ofsted report: school website
- School Improvement Plan or summary: school website
- School Prospectus: school website
- SATs/Examination results: school website
- Budget and financial information: Governor files
- Agenda and minutes of the last governing body meeting: Governor files
- Previous headteacher's report (last three meetings): Governor files
- Calendar of governing body meetings, including committees: Governor files
- Details of the committee structure, terms of reference and membership: Governor files
- The governing body's induction policy: Governor files
- Staffing structure: Governor files
- Class/Year Group structure: website, Governor files
- List of all staff in the school and their responsibilities: school website
- Organisation of the school: school website
- Plan of the school: Head teacher's office
- Diary dates for school events: newsletters on school website
- Newsletters and information circulated to parents during the term: school website
- A list of policies adopted by the governing body: school website
- Policy statements: school website
- Raise Online information: Head teacher's office
- The Head teacher will e mail all information you need on a regular basis. Please ensure you read it.