



## **Stokes Wood Primary School INDUCTION POLICY FOR NEW GOVERNORS**

This governing body believes that it is essential that each governor is committed to a shared vision for the school and that the governing body works efficiently and effectively as a team to achieve this.

To help new governors take an active part within the governing body, 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
- support them to contribute fully to the work of the governing body.

To achieve our aims, the governing body will ensure that the following steps are taken:

1. The Chair of Governors welcomes the new governor to the team and offers them the opportunity to meet before the first formal governing body meeting.
2. The Headteacher invites the new governor to visit the school.
3. The Chair of Governors welcomes and introduces them to governors at their first meeting.
4. The new governor is invited to join a relevant committee or committees. They can be given the opportunity to attend committee meetings before making a decision about which committees they might like to join.
5. A governor is appointed as a mentor who will take responsibility for inducting every new governor. This may be the Vice-Chair or an experienced governor who acts as a mentor.
6. The role of the mentor is to ensure that the new governor:
  - has received welcome information from the LA
  - receives the school induction information
  - is invited to visit the school and meet the headteacher and staff
  - is aware of the governor training opportunities and is encouraged to attend
  - 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 them periodically to check how they are doing and discussing any issues raised

## **Role of the Mentor Governor**

- Contact and introduce yourself to the new governor.
- Check they have received both their 'Welcome Information' from the Governor Services Team and the school and are aware of the date and time of the next meeting.
- Ask if they have any questions about the information.
- Make sure that a school visit has been arranged with the headteacher.
- Encourage them to attend the LA's "Welcome to Governance" induction course.
- Arrange a short meeting in advance of the full meeting to discuss the agenda. Encourage them to read the agenda and papers prior to the meeting and any other relevant information such as the School Improvement/Raising Achievement Plan. Agree how introductions will be made.
- Be available for 5 -10 minutes after the meeting to answer any questions that have arisen.
- Assist them to identify any additional help/support they may need.
- Use the induction plan to check that they are receiving an appropriate induction.

## **Induction and Safeguarding Training**

All new governors are strongly recommended to undertake induction training so that they understand their key roles and can make a valuable contribution. Please encourage your new governors to take up this training as it will add to the effectiveness of your governing body.

In addition to induction training, the Department for Education, through its statutory 'Keeping Children Safe in Education' guidance September 2022 now **requires** governors to undertake safeguarding training as part of their induction. Safeguarding training for governors should provide governors and trustees with the knowledge to provide strategic challenge in relation to safeguarding – this would include safeguarding data, policies, and procedures and will also need to be regularly updated.

You can signpost your new governor to the courses offered by the following providers:

### **Leicester City Council**

- Welcome to Governance for new governors
- Safeguarding for Governors

Dates, further information and booking details can be found on the [Governors' online centre](#) section of Schools' Extranet.

### **Leicester and Leicestershire Teaching School Hub (LeLTSH)**

We also work closely with the Leicester and Leicestershire Teaching School Hub who run a range of governor training courses. Their courses can be found [here](#):

### **Learning Link**

If your school buys into the National Governance Association's Learning Link e-learning platform, governors have access to over 50 Learning Link e-learning training modules available. New governors will find the following modules useful:

- Governance: Your role, responsibilities and organisation
- Key functions of the governing board
- Safeguarding: the governor's role

They will need to register for Learning Link. To register visit <https://nga.vc-enable.co.uk/Register>.

**At present the school does not buy into this resource.**

## Induction Plan

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

Name: .....

Date of appointment or election: .....

Type of Governor: .....

Mentor: .....

Stage 1: Recruitment	Action by	Signature and date completed
Publicity materials displayed	Mentor governor	
Observation at meetings/ pre-meeting arranged for potential governors	Headteacher/Chair/ Mentor governor	

Stage 2: Post Appointment	Action by	Signature and date completed
Ensure Governor Services Team is notified of new governor's details following election or appointment.	Clerk to Governors	
School to undertake/ensure new governor holds a current enhanced Disclosure and Barring Service (DBS) and S128 check	School	
Welcome letter	Chair	
LA Induction/welcome Info	Governor Services Team	
School Induction Info	Headteacher/Mentor governor	
Meeting with Chair/ Mentor governor: <ul style="list-style-type: none"><li>- explanation of information in welcome pack</li><li>- explanation of conduct at meetings and administrative arrangements</li><li>- explanation of committees</li><li>- skills/expertise/interests</li><li>- calendar of governing body meetings</li><li>- encourage attendance at induction and safeguarding training</li></ul>	Chair of Governors/Mentor governor	

Organisation of school visit: <ul style="list-style-type: none"> <li>- meeting with headteacher</li> <li>- tour of school</li> <li>- introductions to staff</li> <li>- access to relevant documents for governors in school/on website</li> <li>- explanation of school induction pack</li> </ul>	Headteacher/Mentor governor	
Organise a school email address and discuss Data Protection requirements/compliance	Headteacher	

<b>Stage 3</b>	<b>Action by</b>	<b>Signature and date completed</b>
Attendance at governing body meeting: <ul style="list-style-type: none"> <li>- pre-meeting to discuss agenda etc</li> <li>- introduction arrangements</li> <li>- use of name badges/cards</li> <li>- support new governor to contribute to discussions</li> </ul>	Mentor governor	

<b>Stage 4</b>	<b>Action by</b>	<b>Signature and date completed</b>
Book onto "Welcome to Governance" induction training and safeguarding training/undertake other induction training	New governor	
Assessment of future training needs	Mentor governor	
Follow up discussions with/support for new governor at agreed intervals	Mentor governor	
Evaluation of induction by new governor	New governor	

## **Welcome Letter/Text**

Dear xxxxx

Welcome to the governing body. We are delighted that you have agreed to be a school governor. We hope that you will enjoy working with us to help the school to provide the best possible opportunities for our pupils.

The governing body has a range of skills, talents and experience, and we often hold strong views based on these. We may debate, but what is important is that we work as a team, united by our commitment to do our best for the school. We make decisions as a team and share responsibility for these decisions.

You should receive an invitation to visit the school, from our headteacher/Mentor governor. xxxxx has kindly agreed to act as your mentor and will contact you shortly. They will be a key person in helping you to prepare for your first meeting and introducing you to your colleagues at the first meeting.

The school will provide you with induction information to help you in the early days of being a governor. Your mentor governor will discuss the information with you and help you become familiar with it.

We look forward to seeing you on xx..date..xx

Best wishes

Yours sincerely

Chair of Governors

## **School induction letter/text for information**

Welcome to the governing body of Stokes Wood Primary School – we hope you will find your role as a governor a stimulating, fulfilling and enjoyable one.

This letter contains information that we hope you will find useful in your new role.

During the coming weeks and months, you will receive information from school and from Leicester City Council's Governor Services Team that covers a wide variety of topics/areas of responsibility.

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. Please feel free to ask questions or seek clarification.

Members of the Governing Body:

Name	Position (ie; Chair, Chair of committee, SEND 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 all the current governors are also members of one or two 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 prefer 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. There is a governor visits policy in place and this should be followed to arrange your visit. Please contact Jane Gadsby head teacher to make the appropriate arrangements.

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 let you know when the next meeting is and what will be happening at it.

Jane Gadsby will also arrange to give you a tour of the school and introduce you to the staff, as well as providing you with copies of any relevant written documents.

## **Meetings**

We hold governing body meetings in staff room at school, starting at 4.30pm and finishing by approx. 6pm (Committee meetings are arranged at times and in places to suit the members). Meetings are face-to-face/virtual via Teams or Zoom/a combination of both.

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. Information on what training is being offered by the Local Authority will be emailed to you. There are also other providers that will notify us of what is being offered. You can also access the Learning Link on-line training. Details on how this works and how to register are included in the pack of information provided by the Governor Services Team.

The "Welcome to Governance" induction training for new governors is strongly recommended. It provides an overview of the many aspects of being a governor and it also enables you to meet other new governors and share your experiences. Details will be included in the pack of information provided by the Governor Services Team.

The City Council's governors' on-line centre - [www.leicester.gov.uk/governors](http://www.leicester.gov.uk/governors) - also contains a range of useful information for governors.

We usually report back (briefly) on courses we've attended at the next full governors' meeting and keep a set of any materials given out at the training by uploading to the Governor portal for others to refer to. Your Mentor governor 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, you can also look on the governor secure tab of the school website and on the policies link.

The school's website also provides lots of information too – [www.stokeswood.leicester.sch.uk](http://www.stokeswood.leicester.sch.uk)

## **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.

**Useful information such as listed below is available on the website and on request from the Head Teacher.**

**Useful information/Links for new governors:**

National Guidance

- DfE: [Governance Handbook](#)
- DfE: [A Competency Framework for Governance](#)
- DfE: Governance: Maintained Schools  
The DfE has updated the collection of guidance documents for governors of maintained schools. Updates include the Governance Handbook and Governance Structures and Responsibilities. All documents can be found via this [link](#) to the DfE website.
- DfE: Governance: Academies  
The DfE has updated the collection of guidance documents for governors of academies. Updates include the Governance Handbook and Governance Structures and Responsibilities. All documents can be found via this [link](#) to the DfE website.

School Information:

- Welcome from the Chair of Governors
- List of governors and their roles (eg SEND governor)
- The governing body's school induction policy
- The governing body's code of conduct
- The governing body's governor visits policy
- Calendar of governing body and committee meetings
- Committee structure, terms of reference and membership
- Agenda and minutes of the last governing body meeting
  
- Latest school Ofsted Inspection report
- School Improvement Plan or summary
- SATs/Examination results
- Budget and financial information
- Previous headteacher's report(s)
- Organisation of the school/staffing structure/list of all staff in the school and their responsibilities
- Class/year group structure
- Plan of the school
- Diary dates for school events
- Newsletters and information circulated to parents during the term

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