

ST PETER'S SCHOOL

Bournemouth

Governor Induction Policy

It is essential that all new Governors receive a comprehensive induction package covering a broad range of issues and topics. The Governing Body and School are committed to ensure that the new Governors are given the necessary information and support to fulfil their role with confidence. This will be done in co-operation with the Governor appointed to undertake Training Liaison, and the nominated mentor, as required. The process is seen as an investment, leading to more effective governance and retention of Governors.

A. PURPOSE OF THE INDUCTION PROCESS

- 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 Students;
- 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 its Committees work;

B. OVERVIEW OF THE INDUCTION PROCESS

1. First contacts:

- Initial contact will be received from the Clerk and/or Chair of the Governing Body to welcome the new Governor and provide her/him with school-specific information.
- If wished, a visit can be arranged to allow the new Governor to have a look around the School and a brief chat about it.

2. Information provision:

Information provision is undertaken electronically by email and via the internet. There is no requirement for paper copies of information or other data to be held beyond that desired as a matter of personal choice. This avoids many data protection and confidentiality issues arising from the handling and/or destruction of paper copies.

3. Mentoring

New Governors will be offered a Mentor. The Mentor will not seek to create a formal arrangement but rather, to keep contact informal, with the two establishing what, for them, is the best way to operate. The Mentor is likely to discuss the following as may be required: How the

Governing Body works; expectations from new Governors; the Governing Body / Committee agendas before the actual meeting(s) with an explanation about anything which is not clear after the meeting; and be available to answer questions on an informal basis, as required.

The purpose of making a Mentor available will be to assist a new Governor settle, make a contribution and be valued quickly. The Mentor appointed will be the subject of negotiation and take account of the new Governor's wishes. First contact will be facilitated by the Clerk or Chair of the Governing Body.

4. Initial Governors' meeting

At a new Governor's first meeting s/he can expect to be:

- Welcomed by the Chair of the Governing Body or Committee;
- Existing Governors to be asked to give a brief introduction of themselves, that will include their category, period of service and committees they serve on;
- Given the opportunity to briefly introduce him/herself.

C. WHAT A NEW GOVERNOR CAN EXPECT TO HAPPEN AFTER APPOINTMENT / ELECTION.

i. New Governors will:

- Be welcomed to the Governing Body by the Chair of the Governing Body;
- Be invited by the Headteacher to visit the School;
- Have the opportunity to tour the School and meet Staff and Students;
- Receive an informal briefing on the school from the Headteacher;
- Have the opportunity to meet informally with an existing Governor who could 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 their Mentor;

ii. New governors will receive:

- The DfE '*Governance Handbook*' (via the internet);
- Via the Clerk to the Governing Body, and as requested by the new governor some or all of the following:
 - Academy Trust Memorandum and Articles of Association;
 - School Prospectus;
 - Staff list and organisation;
 - Plan of the Sites and Buildings;
 - School Development Plan;
 - Latest OfSTED Inspection Report, HMI communication and Denominational (S48) Report;

- List of Governors and the Committee structure/composition (that includes details of how to contact the other Governors and Committee Terms of Reference);
 - Details of how to contact the School including the e-mail address/school website;
 - Latest *'School Improvement Plan'*;
 - Copies of papers and minutes of recent Governing Body and Committee meetings;
 - Calendar of forthcoming Governing Body and Committee meetings/events;
 - School Policies;
 - Extensive information about the role and responsibilities of a Governor.
- The following will also be made available as may be required:
 - Policy for Governors' Monitoring and Evaluation visits to the School;
 - Details of Governor allowances payable;
 - The Local Authority's Governor Services Training Programme.

iii. Recommended reading and training:

A new Governor's Mentor, the Clerk or Chair of the Governing Body can help advise on those documents that will inform in the early days. New Governors will be encouraged to attend a Local Authority run "Governor Induction Programme" and details will be provided. Other Training opportunities will be made available in accordance with a published programme.

iv. Areas that the Headteacher will cover in an early briefing will include:

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

v. Areas that the Mentor will cover in an early briefing 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.

Updated: March 2016.

Approved by Chairs Committee: 4 May 2016 by email.

Ratified by Full Governing Body: 6 July 2016

Due for Review: March 2019.