



DIOCESE OF CHESTER

**ASTBURY ST MARY'S
CHURCH OF ENGLAND PRIMARY SCHOOL**

GOVERNOR INDUCTION POLICY

Reviewed Autumn 2017

Review annually.

ASTBURY ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL

GOVERNOR INDUCTION POLICY

INDUCTION POLICY FOR NEW GOVERNORS

There is a commitment, by this school and Governing Body, to ensure that all new Governors are given the necessary information and support to fulfill their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Governors.

On appointment or election of a new Governor, the Governor will have access to the Governor only area on the school website

The following information should give the new Governor background information on the school and current issues, explain how the Governing Body and their committees work and clarify the roles and responsibilities of Governors:

School Website contains:

- 1) Our Mission Statement and Aims
- 2) Governor Induction Policy
- 3) The Staff Team
- 4) Ofsted Inspection Report
- 5) SIAMS Report
- 6) The Governors
 - a) Who are the Governors?
 - b) Types of Governor
- 7) Meetings and Committees
- 8) Committees and their Terms of Reference
- 9) School policies
- 10) Recent meeting minutes
- 11) School holiday dates

Governor Only login area on school website

- 1) Instrument of Government
- 2) Financial Manual of Internal Procedures
- 3) Training feedback forms
- 4) Latest budget papers
- 5) Head and Chair meeting minutes
- 6) Record of visits (e.g. Health and Safety audit, Safeguarding, School Improvement Partner)
- 7) School development plan

Electronic Copies of the following documents will be sent as soon as possible following the election or appointment by the Clerk / Chair of Governors.

- 1) Director of Children's Services Report to Governors
- 2) Dates of the next Governors' meetings.

- 3) Governor Contact List.
- 4) Governor Handbook (which replaced the Guide to the Law for Governors)

Foundation Governors

Foundation governors will need to complete the Diocesan governor application forms. Once processed the governor will then receive a new governor information pack from the Diocese. The Diocese website also has information that may be useful to a new governor, http://www.chester.anglican.org/page_schools.asp?Page=35#.V_dS3Tb6uP8

To be sent by LA (after Clerk has informed them of the appointment)

- Welcome pack, which includes the Professional Development Programme
- The date of the next Governors Induction Course (on which they are booked a place).

Before their first meeting

Action by others, before their first meeting, will ensure that the new Governor feels welcomed, has had the opportunity to visit the school if reasonably possible, to ask questions about their role and to have informally met the Governor who will act as their mentor.

Chair of Governors

- Contact the new Governor to outline the roles and responsibilities, the expectations of the Governing Body and the need for confidentiality
- Arrange for a Governor to act as mentor (usually for one year)
- Email or provide an electronic link to the Governor Handbook.

Mentor

- The Training Governor will act as Mentor and arrange to meet (or at least speak with) the new Governor informally to explain how the Governing Body meetings are conducted.

Bursar

- To arrange a DBS check of the new governor

At the first meeting

Chair of Governors

Ensure introductions are made at the start of the meeting

Chairs of committees

Invite Governor to the next meeting of their committee, so that they can attend a meeting of each committee. This will give a good overview of the complete work of the Governing Body and allow the Governor to make an informed decision regarding which one(s) to join.

Clerk to Governors

Ensure that the following is given:

- Register of Business Interest Form

- Disqualification Forms (if applicable)

Governor Mentor

Arrange to speak with the new Governor again after the meeting to clarify any queries or points arising from the meeting.

Headteacher (or Bursar)

- Provide a tour of the school
- Introduce Governor to staff
- Give an informal briefing on the school
- Give an overview of school finance procedures