



As a church school, our vision is for each child to love learning and to have hope, confidence, wisdom and respect for all.

'Life in all its fullness' (John 10:10)

St Peter's Brafferton C of E (VA) Primary School

New Governor Induction Policy

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

PURPOSE

- 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 ensure effective Safeguarding
- To meet the Headteacher, staff and children
- To explain the partnership between the Headteacher, school, parents 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 works and its role within the leadership of the school

New governors will:

- Be welcomed to the Governing Body by the Chair
- Have a full DBS check before they enter school and commence governing and be issued with their personal lanyard.
- Orientated to the sign in procedure at every school visit
- Be given the Safeguarding file to read and sign
- Ensure that they have fully read and signed any statutory and school policies that are deemed necessary to facilitate and ensure their safe conduct in school and are fully aware how to keep the children in the school safe (KCSIE, on Line SG training, CP policy, PREVENT training)
- Be given the St Peter's Governor Induction/Information file to read and sign
- Be invited by the Headteacher and the Chair 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 Chair
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full Governing Body meeting
- Have the opportunity to review their first meeting with the mentor
- New governors will receive the 'New Governor induction pack' which includes information on, or where to find information on the following:

Governors' handbook DFE
Current Governor publications
Mentor Governor contact information
Calendar of Meetings for FGB
FGB terms of reference/Code of conduct/Confidentiality
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Useful information to facilitate an effective induction process

- FGB contact list
- List of delegated / linked roles of all Governors and their responsibilities
- School Vision
- Current FGB Newsletter
- Governor visit to school policy and monitoring form
- Code of conduct Policy
- New Governor Policy
- Details of the Full Governing Body meeting planner, including their terms of reference
- Dates for FGB meetings for the year
- Governor School Visits Policy

New governors are also recommended to read:

- The School Improvement Plan
- The latest Ofsted report and action plan
- The school visits policy
- The Governance Handbook 2019
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf
- Governors Monitoring Plan

Areas that the Chair of Governors will cover include:

- Background to the school
- Safeguarding Procedures
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and Governing Body
- Ensure the new Governor is processed for a DBS check

Areas that the mentor will cover 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
- Monitoring visits

Monitored by: FGB
Date Reviewed: June 2023
Next review: June 2026
Review Cycle 3 years

