

New Governor Induction Policy

MUGGINTON CofE PRIMARY SCHOOL

Reviewed	<i>4th July 2016</i>
HT	
CoG	
Future Review	<i>T6 2018</i>

Mugginton CofE Primary School

New Governor Induction Policy

This policy has been written in accordance with the Christian ethos of our school, our recognition of British values, an awareness of our position in the Global community and taking account of all current Safeguarding and Child Protection guidance.

1. Introduction

At Mugginton CofE Primary School, 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. We are committed to ensuring that new Governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to more effective governance and retention of Governors.

We want to make new Governors feel welcome to their Governing Body.

New Governors will:

- be welcomed to the Governing Body by the chair.
- be invited by the Headteacher to visit the school to experience its atmosphere and understand its ethos.
- have the opportunity to tour the school and meet staff and children.
- receive an informal briefing on the school from the Headteacher to explain the partnership between the Headteacher, school and Governing Body.
- have the opportunity to meet informally with an existing Governor who will act as their mentor. They will explain how the Governing Body and its committees work.
- be encouraged to join the committee(s) of their choice.
- be accompanied by their mentor to their first full Governing Body meeting (if appropriate).
- have the opportunity to review their first meeting with the mentor.
- be given background material on the school and the current issues.
- be encouraged to ask questions about their role and/or the school.
- be encouraged to access training including Induction training for Governors.

The Chair of Governors is responsible for agreeing which Governor is assigned as a mentor. Areas that the mentor covers 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.

The informal briefing by the Headteacher will include the following areas:

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

The school administrative staff are responsible for giving you a username and password to access the Derbyshire website known as the extranet. (<https://derbyshire.inthehive.net> in Feb 2013) This is a key website for up-to-date information.

2. Induction Pack to be discussed at Induction Meeting

- Getting to know your Governing Body.
- Getting to know your school.
- What you bring to being a Governor.
- What are Governors supposed to do?
- What responsibilities do Governors have - particularly Safeguarding?
- What Financial responsibilities do Governors have?

3. Documents to be reviewed at Induction Meeting

- Latest Headteacher's report to Governors – particularly reviewing:
 - Analysis of assessment data
 - Monitoring and analysis of other data
- Ofsted Report and Action Plan
- SIAS Report
- School Improvement Plan (SIP)
- Self-Evaluation Summary (SES)
- School Improvement Record Review (SIRR)

4. Documents available for the information of Governors

Governors may request a copy of any of these documents at any time. (Source in brackets).

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Link on MPS web site)
- The Constitution of Governing Bodies of Maintained Schools (Link on MPS web site)
- The Governors Handbook 2015 (Link on MPS web site)
- Governors Code of Conduct (MPS web site)
- Keeping Children Safe in Education (2015) (Link on MPS web site)
- Working together to Safeguard Children (2015) (Link on MPS web site)
- School Prospectus (MPS web site)
- Instrument of Government (MPS web site)
- Governor Committee structure and Areas of Responsibility (MPS Governor Information)
- Specific Governor Responsibilities (MPS Governor Information)
- Terms of reference:
 - Curriculum and SEND committee (MPS Governor Information)
 - Staff Appointments Committee (MPS Governor Information)
 - Premises/Health & Safety Committee (MPS Governor Information)
 - Finance Committee (MPS Governor Information)
 - Marketing Committee (MPS Governor Information)
- Governor Meeting Schedule (MPS web site)
- Annual questionnaire to parents (MPS)
- List of staff and areas of responsibility (MPS Prospectus - web site)
- Copy of school budget (MPS Finance)
- Copy of latest school newsletter (MPS web site)
- Up-to-date-schedule of policies and review dates (MPS web site)
- Any policy on the Policy Schedule (MPS Policies – particularly with “Governor” in title)

5. Additional documentation available as per allocation of Governor responsibilities

- Literacy Governor handbook
- Numeracy Governor handbook
- Special Educational Needs Governor handbook
- Performance Management Governor handbook

6. Other useful web sites:

In addition to Derbyshire extranet (see section 1.):

Department for Education - <https://www.gov.uk/government/organisations/department-for-education>

Ofsted - <https://www.gov.uk/government/organisations/ofsted>

National Governors Association - www.nga.org.uk