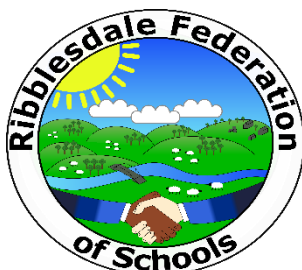


# The Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



## Induction Policy for New School Governors

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
Summer 2027	3 Year Review		
Signed and dated: 24 <sup>th</sup> June 2024			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>Adrian Beatty</i>

The Governing Board and Head Teacher 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 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 board members.

### **Purpose**

- ✓ To welcome new governors to the Governing Board and enable them to meet other members.
- ✓ To encourage new governors to visit the setting to experience its atmosphere and understand its ethos.
- ✓ To meet the Head Teacher, staff and children.
- ✓ To explain the partnership between the Head Teacher, School/ setting and Governing Board.
- ✓ To explain the role and responsibilities of governors.
- ✓ To give background material on the school/ setting and current issues.
- ✓ To allow new governors to ask questions about their role and/or the school.
- ✓ To explain how the Governing Board and its committees work.
- ✓ To discuss which committee(s) the new governor will join, drawing upon the skills and experience they bring to the role as well as any specific interests.

### **New Governor Induction Checklist**

It is essential that new governors receive a comprehensive induction package that provides them with the information and support to be able to fulfil their role with confidence. This process should be seen as an investment that should lead to more effective governance.

The list below is intended as a guide only and is not exhaustive.

It is for governing boards and schools to determine who undertakes the actions below. Most will fall to the chair, the head teacher, or the clerk, but some may involve other governors and other staff in school.

**Name** \_\_\_\_\_ **Date of appointment** \_\_\_\_\_

Actions	Date completed
Welcome from the chair	
Introductions to the chair, head teacher and clerk	
Identification of and introduction to a mentor governor	
Introductory visit to the school and tour of the premises	
Sign post to useful information, and issue of log in details if required: <ul style="list-style-type: none"> <li>- School website</li> <li>- DfE website</li> <li>- NGA website</li> <li>- NYCC cypsinfo page</li> </ul>	
Signpost to available training (local authority, diocese, TSA, NGA etc)	
School specific documents/information to be shared	Date provided
Instrument of Government	
Details of governing board membership with roles and contact details, including the clerk	
Schedule of planned meeting dates	
Minutes and papers from recent meetings	
Committee structure – membership, terms of reference, delegation	
Standing orders	
Code of conduct	
Governor monitoring policy	
School specific information ie number on roll, number of children on SEN register, number of looked after children, breakdown of ethnicity etc	
List of school staff and their responsibilities	
Information about the current performance standards in the school	

The current school self-evaluation and school improvement/development plan	
Latest Ofsted report and action plan (and SIAMS (School Inspection of Anglican and Methodist Schools) if appropriate)	
Map/plan of school layout	
<b>Other key documents to be shared</b>	<b>Date provided</b>
<a href="http://www.gov.uk">Maintained schools governance guide - Guidance - GOV.UK (www.gov.uk)</a>	
<a href="#">Understanding your data: a guide for school governors</a>	
<a href="#">DfE - Keeping Children Safe in Education</a>	
<a href="#">DfE – Working Together to Safeguard Children</a>	
<b>Induction training/learning</b>	<b>Date completed</b>
Safeguarding awareness and child protection training	
Prevent	
Keeping Children Safe in Education (KCSiE)	
Governor induction training	
Any other training deemed necessary, as identified in the skills audit, or in relation to a link governor role.	

<b>Appointment checklist for school/clerk use</b>	<b>Date completed</b>
Appointment noted in minutes of first FGB meeting, including specific start date	
Application for DBS and S128 checks has been completed (this must be done within 21 days of the start of the term of office)	
Completion of the disqualification declaration	
Completion of the declaration of interests form	
Governor has signed up to the Code of Conduct	

Governor has confirmed that they have read KCSiE	
School e-mail account has been issued	
Governor has signed up to the ICT acceptable use policy	
Governor has been issued with a school ID badge, parking permit etc	
Issued with log in details for governor management system, school website, subscribed sites	
Governing board membership details have been updated on the school website, GIAS and the LA database	
Governor appointment has been shared with the school community on the school newsletter	