

ST JOHN'S Highbury Vale C of E School

Induction Policy for New Governors

1.0 Introduction

- 1.1 St. John's has governors from many different backgrounds, most of whom have no experience of education, other than perhaps as a parent or pupil themselves. However, we recognise that all of our governors have skills and experience to contribute and we wish to find ways to enable them to offer this experience and to contribute to the overall process of governing the school.
- 1.2 Becoming a governor can be a daunting experience and it should be recognised that it may take a while before a new governor feels that s/he is able to contribute effectively to Governing Body meetings. However, it is in everyone's interests that new governors should be able to make a contribution as quickly as possible.
- 1.3 New governors will find it helpful to familiarise themselves with the school as much as possible before attending their first Governing Body meeting or, if this is not possible, at the earliest possible opportunity.

2.0 Documentation

- 2.1 The Clerk to the Governing Body should arrange to give each new governor a copy of the following documents, preferably in electronic format. In some cases, the relevant information is included on the school website and so the Clerk should send a link to this.
- 2.2
- A list of current governors, including their contact details, term of office and the name of the body which appointed or elected them
 - Governors' job description for governors of St. John's
 - The school's Instrument of Government (this is a legal requirement)
 - The DfE Governors' handbook
 - The current school prospectus (on school website)
 - Admissions policy
 - A list of staff and their responsibilities
 - Minutes of the last Governing Body meeting, including Head's report and any papers considered
 - The report following the most recent OFSTED inspection
 - The current school development plan
 - The most recent Governors' bulletin
 - School newsletters to parents for the current term
 - LBI papers for the current term
 - A list of current members of each Governing Body committee and the terms of reference for all committees
 - A list of current Link governors and a copy of the Governing Body's guidelines on the role of link governors within the Governing Body
 - Policy on governors' visits to schools
 - Term/ holiday dates for the current academic year and a list of dates of

forthcoming meetings and events

- A list of the current term's training courses run by LBI and the LDBS

2.3 New governors will be asked to keep all these documents for reference and to read as many of them as possible as soon as they can, as this will help them to understand the workings of the Governing Body.

3.0 Visiting the school

3.1 New governors who are not already familiar with the school will find it helpful to visit the school within a few weeks of becoming a governor. This introductory visit should be arranged with the Head Teacher.

3.2 New governors, as indeed are all governors, are also encouraged to attend school events, such as plays and concerts, special assemblies and services etc. This will help them become more familiar to and with the school.

4.0 Training

4.1 A great deal of training is provided for governors, both by LBI and by the LDBS and all governors are invited to identify and attend appropriate training courses. There is no cost to any individual governor.

4.2 In particular, LBI run an induction course for new governors. This is repeated every term. New governors are strongly advised to attend this.

4.3 Training can be arranged via the Clerk to the Governors.

5.0 Questioning and observing

5.1 New governors are encouraged to ask questions at Governing Body meetings. They are welcome to contact the Chair or another appropriate governor (e.g. the Chair of a relevant committee) at any time if there is anything they wish to discuss or ask outside the context of a full Governing Body or committee meeting.

5.2 It is in the interests of all governors to be as helpful as possible to new governors, so that they can become familiar with the way in which the Governing Body works as quickly as possible.

5.3 New governors will be invited to join one or more committees once they feel ready to do so (usually at the end of their first term). As far as possible they will be encouraged to join a committee for which they have appropriate skills to offer or in which they are particularly interested. They may find it useful to attend a number of different committee meetings as an observer, before making up their minds which committee(s) they would like to join.

Thank you for volunteering to become a governor of St. John's!

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