

# Governors' Induction Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special. Everyone is our neighbour.' As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

<b>Approved by:</b>	<b>FPP</b>	<b>Date: 03/03/25</b>
<b>Last reviewed on:</b>	<b>March 2025</b>	
<b>Next review due by:</b>	<b>March 2027</b>	

## St Andrew's CE Primary School Governors' Induction Policy

The Governing Body 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 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 meet the Headteacher, staff and children.
- To explain the partnership between the Headteacher, school 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 and its committees work
- To discuss involvement of new governors in subcommittees depending on the needs of the governing body and the skills & interests of the new governor

Governors from all backgrounds are encouraged, with or without an educational background. The following checklist is a complete one, assuming no previous experience, but if a governor does have relevant previous experience, it can be agreed with the Chair that some of these items need not be actioned, for example someone with previous school governor experience may not need a mentor, or someone already working in the school or the parent of a child at the school would not need to visit the school and meet the headteacher.

### **NEW GOVERNOR CHECKLIST**

<b>Induction procedure</b>	<b>Governor: please sign and date once actioned</b>
Welcomed to the Governing Body by the Chair	
Invited by the Headteacher / Chair of Governors to visit the school	
Toured the school and met staff and children (if appropriate)	
Completed the identification process for an Enhanced DBS check, or provided a current DBS certificate and it has been confirmed that it is portable.	
Agreed to have a Section 128 barred list check performed (required for new governors since Sept 2018)	
Received an informal briefing on the school from the Head or Chair	
Assigned/met informally with an existing governor (who will act as mentor)	
Encouraged to attend Governor Services induction training	
<b>Have you received?</b>	
Link to the Department for Education "The Governance Handbook"	
A user id for Governor Hub, and guidance on accessing it.	
A briefing on how to access governing body documents including the School Development Plan, minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference	
Guidance on accessing Governor Services and how to book training courses.	

Dates for future governors' meetings including committees	
Details of how to contact the other governors	
Details of how to contact the school (including the e-mail addresses)	
Recent School newsletters	
Latest Ofsted report	
Latest SIAMS inspection report	
Details of how to access the school website	
Governor Monitoring Visits Policy and other policy documents relevant to committee membership	
Microsoft TEAMS school user id (email address) and password	
<b>Has the Chair of Governors or Headteacher covered?</b>	
Background to the school	
Current issues facing the school	
Visiting the school	
Safeguarding arrangements (including who the Safeguarding designated person is in the school) and the governor's role	
Overview of the governor's role, including confidentiality and code of conduct	
Relationship between the Headteacher and Governing Body	
Completion of Business Interests Form	
How the full Governing Body and committee meetings are conducted, and how to propose agenda items	
Governor training	
Has Safeguarding training been arranged within the first 6 months of being a Governor, either in-school or on a Safeguarding for School Governors course?	
The specific responsibilities of Governors in a Church of England Voluntary Controlled School, per the presentation: <a href="https://app.governorhub.com/document/5c61a8728fb5fe192bf56417/view">https://app.governorhub.com/document/5c61a8728fb5fe192bf56417/view</a>	
Have you had the opportunity to review your first Governing Board meeting with the mentor?	

Name:  
(Print FULL name of governor)

Signed

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of Governors.