

Governors Induction Policy

The Local Management Board (LMB) and Headteacher of St Thomas More Primary believe it is essential that all new governors receive a comprehensive induction covering a broad range of issues and topics.

St Thomas More Primary School is committed to ensuring that new governors are given the necessary information and support to fulfil their role with confidence. This process is seen as an investment, leading to more effective governance and retention of governors.

Purpose of induction

- To welcome new governors to the LMB and enable them to meet new 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, LMB and Trust;
- 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 ensure governors are clear about the responsibilities delegated from the Trust Board to LMBs;
- To allow new governors to use their experience/expertise in a way which best serves the school and by being involved in specific areas of the School Improvement and Governor Action Plans.

Prior to confirmation of your appointment you will be:

- Asked to complete a DBS check and declaration
- Given the opportunity to find out more about the role
- Given the opportunity to talk to an existing governor about the role
- Introduced to the Chair of the LMB, who will talk about the commitment expected from a local governor
- Asked to complete the Pecuniary Interests Form
- Undertake a governance competency audit

On appointment, new local governors will:

- Be welcomed to the Local Management Board by the Chair;
- Be invited by the Headteacher 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 Headteacher;
- Have the opportunity to meet informally with existing governors who will then act as their mentor;
- Have the opportunity to review their first meeting with their mentor.

New Governors will have access to:

- The Governance Handbook (Download from the DfE website)
- Induction Policy for New Governors (including checklist)
- Trust's "Code of Practice for Governors"
- Governor training programme
- Copy of Scheme of Delegation
- Copy of Articles of Association
- Dates of future LMB meetings

- Details of how to contact other governors
- Details of how to contact the school (including e-mail addresses & login details for the secure governance section of the School's website)
- Calendar of school events
- School newsletters
- Copy of minutes from previous meetings (From clerk to govs – AVEC)

New Governors are also recommended to read:

- The SEF
- The SED
- The School Improvement Plan;
- Peer Review Report & Action Plan
- Latest Ofsted Report
- Pupil Premium Strategy & Analysis
- Sports Funding Strategy
- School Visits Policy & Evaluation Form
- Keeping Children Safe in Education
- Policy documents

Areas that the Headteacher will cover include:

- Background to the school;
- Current issues facing the school;
- Protocols for visiting the school;
- The relationship between the Headteacher and Local Management Board;

Areas that the mentor will cover include:

- An overview of the governors' role;
- How the full Local Management Board meetings are conducted;
- How to propose agenda items;
- Governor development and training opportunities

Top Tips for New Local Governors

- Always consider the best interests of the School.
- Get to know your school and the Trust, speak to the Headteacher, the Chair and the clerk.
- Remember you are equal to all local governors.
- Remember decision-making is corporate, bring your view, but abide by the corporate decision.
- Attend training, including the mandatory induction training.
- Prepare well by reading ALL papers prior to meetings.
- Find out about confidentiality
- Remember you have no power, responsibility or liability as an individual.
- Your volunteer status means getting summaries – don't allow governance to become a full-time job.
- Remember the LMB steers, the Headteacher manages.
- Don't be part of decision-making where a personal interest or occupation allows you to become biased – declare the interest and withdraw.

New Governor Checklist

(Governor please sign once actioned)

Welcomed to the Local Management Board by the Chair (.....)

Invited by the Headteacher to visit the School (.....)

Toured the school and met staff and children (.....)

Received an informal briefing on the School from the Headteacher (.....)

Met informally with an existing governor (Name of Mentor) (.....)

Formally introduced to members of the Local Management Board (.....)

Reviewed first meeting with the mentor (.....)

Have you received?

Copy of appointment letter (From Diocese) (.....)

Governors should find and read the following documents /information on the school website.

The Governance Handbook (.....)

Induction Policy for New Governors (including checklist) (.....)

The Trust's "Code of Practice for Governors" (.....)

Governor training programme (.....)

Copy of Scheme of Delegation (.....)

Copy of Articles of Association (.....)

Dates of future LMB meetings (.....)

Details of how to contact other governors (.....)

Details of how to contact the school
(including e-mail addresses) (.....)

Calendar of school events (.....)

School newsletters (.....)

School Improvement Plan (.....)

Peer Review Report & Action Plan (.....)

Latest Ofsted Report (.....)

- Policy Documents (Statutory & other) (.....)
- Pupil Premium Strategy & Analysis (.....)
- Sports Funding Strategy (.....)
- School Visits Policy & Evaluation Form (.....)
- Keeping Children Safe in Education (.....)
- Copy of minutes from previous meetings (From clerk to govs – AVEC) (.....)

Has the Headteacher covered?

- Background to the school (.....)
- Current issues facing the school (.....)
- Protocols for visits to the school (.....)
- Overview of the governor’s role (.....)
- Relationship between the Head Teacher and Local Management Board (.....)

Name.....

(Print full name of governor)

Signed.....

Date.....

Please retain original signed for your own records and forward a copy to the Chair of Governors and a copy given to the attached Clerk to the Local Management Board.