



Holbrook Primary School

Induction Policy for Governors

1. Statement of Intent

The Governing Body believes it's essential that all new governors receive a comprehensive induction covering the range of governors' responsibilities, expectations of governors at Holbrook School and current priorities for the governing body. We aim to ensure that all 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 governors.

2. Key Purposes

- To ensure new governors receive a warm welcome to Holbrook School
- To enable new governors to visit the school during its working day
- To set up meetings with the Head Teacher and Chair of Governors
- To explain the relationship between the Head Teacher and Governing Body
- To explain the roles and responsibilities of governors
- To explain how the GB and its committees work
- To enable new governors to join the committee(s) of their choice
- To give background material on the school and current issues
- To enable new governors to ask questions about their role and/or the school
- To inform new governors of the minimum required commitment
- To help new governors become quickly involved in the work of the governing body
- To explain the expectations of Holbrook governors as outlined in the governors' code of conduct

3. Respective Responsibilities

The head teacher will:

- invite the new governor to visit the school
- advise on current school issues
- arrange the tour of the school

The chair of governors will:

- meet with the new governor prior to appointment /attendance at first meeting to ensure understanding of the expectations and explain governors' roles and responsibilities
- explain how the GB and committee meetings are conducted
- advise how agendas are determined and structured
- explain how to access governor training
- advise on communication methods between governors, clerk and head teacher
- explain how to contact the school and the clerk to governors
- invite new/potential governor to attend all committee meetings as an observer to extend knowledge and help determine which committee they would like to join
- offer a mentor to the new governor
- explain how the governing body fulfils its responsibilities in key areas e.g. oversight of financial management, personnel management, quality of education provision, safety and security etc.

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invite the new governor to suggest how the induction policy might be improved

The clerk to governors will:

Provide or direct the new governor to the documents referred to in section 4.

be the link between the chair of governors, head teacher and new governor to ensure that all elements of the governors' induction policy are implemented.

arrange for completion of checklist by new governor

arrange for acceptance and signing of Governors' Code of Conduct

arrange for completion of pecuniary interests form

provide details of requirements for CRB clearance

The governor mentor (if appointed) will:

contact the new governor before they attend their first meeting

agree with the new governor the precise role to be played by the mentor

provide ongoing induction/support of the new governor for as long as required

The Committee Chair will:

Support the new governor by providing recent minutes and any other relevant documents

provide minutes of the last 12 months

4. Documents to be provided, sent electronically or accessed via the school Website (www.holbrooktrowbridge.co.uk)

Holbrook's "Code of Conduct for governors" (for signing)

Business interests form (for signing)

All school policies via website

School prospectus via website

Details of the GB committees, including their Terms of Reference

Minutes of the most recent full GB meeting and committee meetings

Most recent Head Teacher's Report to governing body

Dates for future governors' meetings, including committees

Agenda schedule

Governing Body membership list

Templates used by governors

Guidance on minute taking

Role of the Chair

Governors Monitoring and Evaluation policy

Guidance on the role of the subject link Governor

Details of how to contact the school and clerk to governors

Dates and topics of arranged staff meetings

School newsletter (unless already received as a parent/carer)

The current School Improvement Plan

The latest OFSTED report

OFSTED expectations of Governing Bodies

School Profile

An example of a governors' report written following a monitoring visit

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Revision/Issue Status

Revision	Reason	Date
1	Checklist added	Apr 07
2	To comply with FMSiS requirements and simplify checklist	June 2008
3	Reviewed and updated	July 2010

New Governor checklist

Please complete the two right hand columns as each stage is completed.

		Tick	Initials
1	Had a meeting with Chair of Governors		
2	Had a meeting with Head Teacher		
3	Given a tour of the school		
4	Offered a governor mentor		
5	Accepted and signed governors' code of conduct		
6	Completed business interests form		
7	Completed Criminal Records Bureau (CRB) clearance form		
8	Advised how to access governor training		
9	Invited to attend all committee meetings		
10	Received the information listed under section 4 of the policy		
11	Reviewed induction process to identify improvements		
12	Passed completed checklist to chair of governors		

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Please use the space below to list any suggested improvements to this policy

Name

Signed

Date:

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