

Induction of New Governors

We believe this policy relates to the following legislation:

- Education Act 1996
- Local Government Act 2000
- Parent Governor Representatives (England) Regulations 2001
- Education Act 2002
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Federations) (England) Regulations 2007
- School Governance (Parent Council) (England) Regulations 2007
- School Governance (Procedures) (England) (Amendment) Regulations 2007
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)
- Welcome to Governance: A Guide for Newly Appointed Governors (National Governors' Association)

We believe we have a responsibility to ensure all new governors should receive training on all aspects of being a school governor. This training can be provided by the school, G.D.S. and, for example: the local authority, the National Governors Association and Information for School and College Governors.

We want all our governors to provide effective governance by being confident in their role. We feel that this can only be achieved if we provide an effective and supportive training programme which covers a broad range of issues and topics. All training costs will be funded by the school budget.

For all new governors we have in place an effective mentoring programme led by an experienced governor.

We, as a school community, have a commitment to promote equality and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To provide an effective induction programme for new governors in order for them to fulfil their role with confidence.
- To work with other schools and the Local Authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- nominated a governor to take responsibility for organising, with the Headteacher, a programme of planned governor visits to the school and to act as mentor to new governors;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the nominated governor;
- invite the new governor to visit the school to experience its atmosphere and understand its ethos;
- be given an informal briefing of the partnership between school and the governing body;
- discuss with the new governor:
 - the background to the school;
 - the staffing structure;
 - current issues facing the school;
 - the relationship between the himself and the Governing Body
- introduce the new governor to staff and pupils;
- with the nominated governor present an Induction Pack to all new governors;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Induction Pack

The Induction Pack includes:

- The role of Governors and what is meant by Governance
- Instrument of Governance
- The remits of the Governors' sub committees
- The membership of the sub committees
- Dates of meetings
- Financial standards and financial regulations
- School Improvement Plan
- School Action Plan
- Self-evaluation Report
- The Ofsted summary report
- The school prospectus
- The Guide to the Law for School Governors
- A budget statement
- A list of all staff plus their specific areas of responsibility
- A list of all school policies listing those that are a legal requirement
- Governors in School policy
- Governors Allowances
- Information about pupils achievement and attainment
- A calendar of school events
- Recent school newsletters

Local Authority's Governor Development Service

New governors will be notified from the local authority Governor Development Service of training dates for each term.

Training

We ensure all school governors have equal chances of training.

Periodic training will be organised for all school governors so that they are kept up to date with new information and guide lines concerning equal opportunities.

For all new governors training will be provided by the governor mentor, by the school, the local authority, the National Training Programme for New Governors and online support that deals with a whole variety of topics such as:

- the role of the school governor
- governor meetings
- committees
- the various roles of school governors
- school self-evaluation
- school improvement plan
- analysing school performance data
- performance management

- safeguarding and child protection
- school inspection

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.

