



Castle Primary School

Induction for School Governors

October 2018

Introduction

The Governing Board believe it is essential that all new governors receive a comprehensive induction covering a broad range of issues and topics. This process is seen as an investment, leading to more effective governance and governor retention.

The Governing Board will ensure that new governors are given the necessary information and support to fulfil their role with confidence. This document outlines the process of Governor induction at The Castle Primary School, Tiverton.

Objectives

- Welcome new governors to the Governing Board and enable them to meet other members.
- Encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- Meet the Headteacher, staff and pupils.
- Explain the partnership between the Headteacher, School and Governing Board.
- Explain the role and responsibilities of governors.
- Give background material on the school and current issues.
- Provide an opportunity for new governors to ask questions about their role and the school.
- Explain how the Governing Board and its committees work and enable to them to decide where their efforts would best be focused.

Procedure

- Potential candidates for new governors will be invited for a tour of the school and to an informal discussion so that they can be provided with an overview of the role and the expectations in terms of commitment.
- When governorship is confirmed, the Clerk will request the new governor to complete and return a number of forms. School governors are required to complete a DBS check. This will be organised through the school office on instruction from the Clerk. On completion of this the Clerk will inform Governor Services who will send an appointment letter and welcome materials.

- The Headteacher will arrange a tour of the school which will include meeting members of the Senior Leadership Team, other staff and pupils.
- The Headteacher will provide an informal briefing on the school, explaining the way it works, the number of children on roll and the trend in pupil numbers, the catchment area, an explanation of how classes are organised and how the curriculum is delivered.
- The Vice Chair of Governors will provide an informal briefing on the role and responsibilities expected of governors, including information on committee structures and training courses available to assist them in their role.
- A new governor will be accompanied by the Vice Chair to their first Full Governing Board meeting, where they are welcomed to the Governing Board by the Chair.
- The Clerk will direct the new governor to information on the School website for public information about the school, such as details about the pupil premium and the most recent performance results.
- The Clerk will direct the new governor to DfE's 'Governors' Handbook' available directly from the DfE website at <https://www.nga.org.uk/News/NGA-News/Sept-16-Feb-2017/New-Governance-Handbook-and-Competency-Framework-r.aspx>
- The new governor will be given access to the governor area on 'Sharepoint'
- The new governor will be given an opportunity to meet subsequently with the Vice Chair or other governor acting in a mentoring capacity so that they can discuss the role further as their experience develops.

New Governor Welcome Pack

The information pack includes the following elements:

- Forms for completion and return:
- Governor Declaration of Eligibility
- Governor data
- Register of Business Interests
- NGA Skills Matrix
- Governing Board Code of Conduct

Further information about the Castle Primary School is provided in the 'Governor Induction' area of Sharepoint:

- Governing Board membership list and contacts
- Committee Structure and Terms of Reference.
- List of education acronyms
- The most recent Devon Association of Governors Newsletter
- Instrument of Government for the school
- Recent minutes from full Governing Board and sub-committee meetings
- Dates of future meetings and school events
- School term dates
- School staff structure
- Website www.the-castle-primary.devon.sch.uk

- Raising Attainment Plan (RAP)
- School Self-Evaluation Information (SEF)
- Latest Ofsted Report (available at <https://reports.ofsted.gov.uk/provider/21/113340>)
- Latest Analyse School Performance (ASP) report

Mentoring

To help new governors establish themselves and become effective more quickly, the Governing Board is developing a mentoring process. On appointment, the Vice Chair or other experienced governor will offer to 'mentor' a new governor with the following objectives:

- Personal support to describe and explain processes, to help with assimilation of reports and meeting papers.
- To answer any questions (or to point towards sources of information).
- To help the new governor develop their own training and development plan.
- To demonstrate role-model behaviours.

The mentoring process will be available for new governors on request.

Further Information

Governor job description	https://www.nga.org.uk/thenga/media/NGA-Image-Library/Staff/Governor-role-description-2017-(1).pdf
Statutory policies for schools	https://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Government-advice-and-guidance/Statutory-policies-for-schools.aspx
Mandatory timelines (information to help Governors plan for the academic year)	https://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Government-advice-and-guidance/Mandatory-timelines.aspx
Ofsted guide to Inspections	https://www.gov.uk/education/inspection-of-maintained-schools-and-academies
20 questions for governing bodies to ask themselves	https://www.nga.org.uk/Services/Clerking-Matters/Clerk-to-governors/Twenty-Questions.aspx
The Key (searchable web based information archive for many contemporary governor and governance issues)	https://schoolgovernors.thekeysupport.com/