



St. Mary's Catholic Primary School
'Dat Deus incrementum'

Induction Policy for New Governors

Date Policy approved and adopted:	Autumn 2 2021
Date Due for review:	Autumn 2 2024



INDUCTION POLICY FOR NEW GOVERNORS

The Governing Body and Head Teacher of St Mary's Catholic Primary School 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 seen as an investment, leading to more effective governance and retention of governors.

As a Governor, you share in the strategic responsibility of promoting high educational standards and ensuring that your school is conducted as a Catholic school in accordance with the Trust Deed of the Diocese of Portsmouth, the school's Instrument of Government.

Purpose of induction

- 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 Head Teacher, staff and pupils
- To explain the partnership between the Head Teacher, school and Governing body
- To explain the role and responsibilities of governors
- To explain how the Governing Body 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

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Head Teacher 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 Head Teacher
- Be accompanied by their mentor to their first full Governing Body meeting
- Have the opportunity to review their first meeting the mentor

New Governor Checklist

- Welcomed to the governing body by the Chair
- Invited by the Head Teacher to visit the school
- Toured the school and met staff and pupils
- Received an informal briefing from the Head Teacher
- Met informally with an existing governor who will act as mentor
- Reviewed first governing body meeting with mentor

Have you received the following?

- The new governor induction pack
- The instrument of Government which notes the composition of the governing body
- A membership list for the governing body with contact details
- The code of conduct for the governing body
- The committee structure, terms of reference and membership for the governing body
- The Governance Handbook or link to webpage
- A full set of papers from the last full governing body and committee meetings
- A skills audit template
- Details of training opportunities

Have you received from the school?

- The school prospectus including school contact details
- The school Mission Statement
- Recent school newsletters and a calendar of school events
- The school improvement plan (SIP) and targets
- The school's latest Ofsted report
- The school's latest Diocesan Canonical Inspection report (Section 48)
- CES statement on Governance of a Catholic school 'A clarification of roles and responsibilities'
- CES Memorandum on Appointment of Teachers in Catholic schools
- A full list of staff and the staffing structure
- A copy of the latest Annual Performance Review (APR) from the Local Authority

Has the Head Teacher covered?

- Background to the school and current issues
- Overview of the governor role, your skills and any specific role you may have
- Relationship between the Head Teacher and the Governing Body
- Relationship between the school and Department for Schools
- Governor visits

As a new governor I have:

- Booked onto the Induction Training Programme provided by Governor Services
- Returned a completed Governor Application Form to the Clerk
- Submitted a DBS application to the school
- Returned a completed Skills Audit form to the Clerk
- Returned a completed Pecuniary Interests Declaration to the Clerk

Name..... **Signed**.....

Date.....

Please retain original copy for your own records and forward a copy to the Clerk.