



# **Yerbury School Governor Induction Policy and Procedure**



The Governing Body and Headteacher are committed to ensuring that all new governors receive the information and support that they need to carry out their role with confidence. The Induction Process is intended:

- To welcome new governors to the governing body and to introduce them to other governors
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To enable new governors to meet the Headteacher, staff and children
- To explain the role and responsibilities of governors
- To explain how the governing body works
- To provide information about the school
- To provide opportunities for new governors to ask questions
- To support new governors in choosing which committee to join and in finding an appropriate role or roles for themselves within the governing body

Following the election or appointment of a new governor:

The new governor will apply for a DBS check within 21 days.

The safeguarding governor will ensure that the new governor applies for a DBS check within 21 days

The Chair of Governors will

- Allocate an experienced governor to 'mentor' the new governor initially.
- Contact the new governor to thank them and congratulate them, and to offer an informal introductory meeting.
- Ensure that they receive a school-based induction pack.
- Introduce the new governor to members of the governing body.
- Ensure that they find ways to get involved in the work of the governing body early on.
- Alert them to the availability of induction training as well as other training and support.
- Invite the new governor to attend both committees before deciding which committee he or she would like to join.

The mentor will

- Arrange to meet with the new governor and go through the LA and school induction packs with them explaining the significance of each document.
- Arrange further meetings as appropriate, e.g. before a first GB meeting to talk through the papers, after a first GB meeting to address any questions.
- Meet with them after their first term to review the term and assess areas for development and support.

The Head Teacher will

- Notify the clerk of the election of new staff or parent governors
- Invite the new governor for an informal introductory meeting and a tour of the school.

The clerk will

- Send out letters of appointment, LA-based induction packs and information about training.
- Provide details of dates and times of future meetings.

**Yerbury School**  
**Governor Induction Pack**

LA briefing pack Contents:

1. Instrument of Government
2. Minutes from previous Governing Body meeting
3. Governing Bodies' Core Functions
4. Governor details
5. Register of Business Interests Form
6. Self Declaration Form
7. Useful numbers & Web addresses
8. The New Governor, NASG (NGA) Paper No 32
9. LBI Termly Governor Training Programme
10. Disclosure and Barring Service – via School

School induction pack contents:

1. Induction Procedure
2. School ethos statement
3. School leadership structure chart
4. School Development Plan (SDP)
5. School Summary of Self Evaluation Form (SSEF)
6. Latest OFSTED report
7. Latest School data dashboard reports, KS1 and KS2
8. Head's reports for last 2 terms
9. Committee Terms of Reference
10. Annual Plan of Work and Schedule of Policy Review
11. Governors' Code of Conduct
12. Complaints Procedure
13. Governors' Expenses Policy
14. Governors' Handbook – most recent version – url not hardcopy
15. OFSTED handbook for inspection – most recent version – url not hardcopy

Additional information can be found on the school web-site, including contact information for the school, the calendar of school term dates, the weekly updates sent to parents and many school policies.