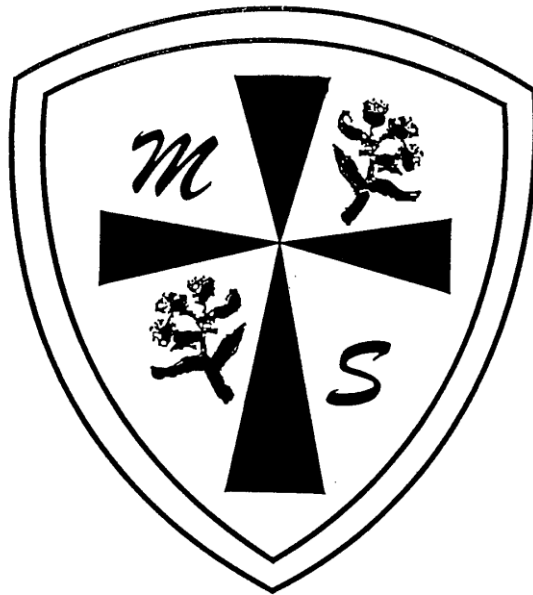


Marcham CE Primary School



GOVERNOR INDUCTION POLICY

The Governing Body and Headteacher of **Marcham 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.

PURPOSE of this INDUCTION POLICY

- 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 Headteacher, staff and pupils
- To explain the partnership between the Headteacher, School and Governing Body
- To explain the role and responsibilities of governors
- To give background material on the school and current issues
- To allow new governors to ask questions about the school and their role
- To explain how the Governing Body and its committees work
- To allow new governors to join the most appropriate committee(s)

GOVERNOR SERVICES INDUCTION

The Clerk of the Governing Body will notify Governor Services of Oxfordshire County Council of the appointment of a new governor.

SCHOOL-BASED INDUCTION

New governors will:

- Be invited by the Headteacher to visit the school, if not already acquainted with it, to look around the school and meet staff and pupils
- Have the opportunity to meet informally with the Chair or another experienced governor
- Be welcomed to their first Governing Body meeting by the Chair
- Have the opportunity to discuss their first meeting with the Chair

New governors will be sent the link to the 'New Governors' folder on GovernorHub prior to their first governor meeting, including an invitation to join GovernorHub, consisting of:

- The government "Governors Handbook"
- The School Prospectus;
- Details of the Governing Body committees including their terms of reference;
- Dates for future governors' meetings including committees;
- Copy of the last two full governor meetings minutes and last round of committee meeting minutes;
- The latest School Improvement Plan, School Development Plan and School Self-Evaluation Summary Sheet;
- The contact details of the other governors and school including e-mail addresses, which are available in Governorhub;
- Details of how to access school newsletters;
- Details of how to access the school website;
- A copy of the Code of Practice for Marcham Governors

Date Agreed with Governing Body :

Date of next review:

Signed..... Chair of Governors

Signed..... Headteacher

Areas that the meeting with the Headteacher may cover include:

Background to the School

- Current issues facing the School and the Governing Body
- The relationship between Headteacher and Governing Body, including governor visits
- Explain how the Governing Body works and what the committees do
- The skills that the new governor will bring and an appropriate committee they may join
- The answering of any questions

Additional information that may be passed on may include:

- The latest approved budget and budget monitoring report
- The latest OFSTED report and action plan
- How to access all School policies
- The School's self-evaluation (SEF)
- Whistle Blowing policy

Areas that the meeting with Chair/another governor may cover include:

- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- Governor responsibilities regarding pecuniary interests
- How to propose agenda items
- The governor's training needs
- The Governor Evidence File and how to make contributions to it
- The skills, knowledge and experience that the new governor brings to the role
- An introduction to GovernorHub

NEW GOVERNOR CHECKLIST (annex a)

Have you:

Been welcomed to the Governing Body by the Chair	(.....)
Been invited by the Headteacher to visit the school	(.....)
Looked round the school and met staff and children	(.....)
Met informally with the Chair/another governor	(.....)
Received link to GovernorHub	(.....)
Reviewed first meeting with the Chair (if required)	(.....)
Booked onto the Induction Training	(.....)

Have you received:

Pack from Governor Services	(.....)
Government "Governors Handbook"	(.....)
School prospectus	(.....)
Local Authority's Governor Training and Development programme	(.....)
Details of the Governing Body committees (including their terms of reference)	(.....)
Dates for future governors' meetings including committees	(.....)
Copy of last two Full meeting minutes	(.....)
Full set of last round of Committee minutes	(.....)
Details of how to contact the other governors	(.....)
School newsletter	(.....)
Details of the website	(.....)
School Improvement/ Development Plans	(.....)
Details of the budget	(.)
Latest OFSTED report and action plan	(.....)
Details of how to access policies	(.....)
Current SEF	(.....)
Whistle blowing policy	(.....)

Signed :

Date :

To be completed within 3 months of appointment