



The Winchcombe School

Induction Policy for New School Governors

September 2016

Introduction

The Governing Body and Head teacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. This process is seen as an investment, leading to more effective governance and retention of governors. The Governing Body will ensure that new governors are given the necessary information and support to fulfil their role with confidence.

Purpose

- 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 children.
- To explain the partnership between the Head teacher, 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 their role and/or the school.
- To explain how the Governing Body and its committees work.
- To allow new governors to join (where possible) the committee(s) of their choice and choose link subjects that they are interested in.

Procedure

1. When Governorship is confirmed, the Clerk will inform West Berkshire Council Governor Services who will send an appointment letter and a New Governor Welcome Pack (see below).
2. The Clerk will request the new governor to complete and return a number of forms. Because some of the information required cover safeguarding issues, all forms should be returned to the school as soon as possible. School Governors are required to complete a DBS check and instructions on how to do this will be passed to the new governor.
3. The Head teacher will arrange a tour of the whole school which will include meeting members of the Senior Leadership team, other staff and children.



4. The Head teacher will provide an informal briefing on the school, explaining the way it works, current issues being faced, the number of children on roll and the trend in pupil numbers, the catchment area from which the children are drawn, an explanation of how classes are organised and how the curriculum is delivered, a list of staff (both teaching and non-teaching), how to conduct visits and the relationship between the Head teacher and the Chair.
5. The 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.
6. The School Business Manager will provide an informal briefing on financial management and a brief overview of how budget reporting is arranged and how governors should 'read' this information.
7. A new governor will be accompanied by their mentor to their first full Governing Body meeting, where they are welcomed to the Governing Body by the Chair.
8. 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.
9. The Clerk will direct the new governor to DfE's 'Governors' Handbook' available directly from the DfE website at <http://www.education.gov.uk/>
10. West Berkshire Council Governor services will arrange for the new governor to attend West Berkshire's Governance Today training.

New Governor Welcome Pack

The new governor welcome pack should include or have reference to:

General Items for Governors

- Governor Declaration of Eligibility form for completion and return
- Governor data form including optional Ethnicity monitoring tick box for completion and return
- Register of Business Interests form for completion and return
- List of education acronyms
- Recent West Berkshire Governor newsletters
- West Berkshire's Governor Professional Development Programme (2016/17 and as amended).
- LA Code of Practice for Authority Governor Appointments (enclosed for LA appointed/nominated governors only)

Information on the Governing Body

- Instrument of Government for the school.



- Governing Body membership list and contacts
- Governing Body Code of Conduct (acceptance form enclosed for completion and return).
- Standing Orders, Committee Structure and Terms of Reference.
- Recent minutes from full Governing Body and sub-committee meetings.
- Dates of future meetings and school events
- School Governance 'script' (pre-Ofsted inspection briefing)

Information on Our School

- School term dates
- Website <http://www.winchcombe.w-berks.sch.uk/>
- School Improvement/Development Plan
- School Self-Evaluation Information
- Latest Ofsted Report (available via the Ofsted website at <https://reports.ofsted.gov.uk/provider/files/1982071/urn/135079.pdf>)
- Latest DfE RAISEOnline and Data Dashboard reports.

Mentoring

In order to help new Governors establish themselves and become effective more easily and more quickly, the Governing Body is developing a mentoring process. On appointment, an experienced Governor will offer to 'mentor' a new Governor with the following objectives:

- Personal 1-2-1 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

Mentoring is not mandatory and governors may be free to choose either to be mentored or not.

Further Information

8 key sources of information that many governors find valuable:

Governor job description	www.nga.org.uk/Can-we-help/Free-governance-resources/Governance-tools/Governor-role-description.aspx
Statutory policies for schools	www.nga.org.uk/Can-we-help/Free-governance-resources/Government-advice-and-guidance/Statutory-policies-for-schools.aspx



Mandatory timelines (information to help Governors plan for the academic year)	www.nga.org.uk/Can-we-help/Free-governance-resources/Government-advice-and-guidance/Mandatory-timelines.aspx
Ofsted Guide to Inspections	www.ofsted.gov.uk/resources/are-you-ready-for-your-inspection-guide-inspections-of-provision-ofsted-childcare-and-early-years-r
Good practice resources	www.nga.org.uk/can-we-help/free-governance-resources.aspx
Model skills audit for governing bodies	www.nga.org.uk/Can-we-help/Free-governance-resources/Governance-tools/Skills-audit-and-matrix.aspx
APPG 20 questions for governing bodies to ask themselves	www.nga.org.uk/getattachment/Resources/Useful-Documents/Twenty-Key-Questions/20-questions-for-the-GB-v2-July-2012.pdf.aspx
The Key (searchable web based information archive for many contemporary governor and governance issues).	https://schoolgovernors.thekeysupport.com/

Adoption

Adopted by The Winchcombe Governing Body on (date):

This induction policy is owned by the Governing Body and is to be reviewed every 24 months.