



# Harrietsham Church of England Primary School

## Governors' Induction Policy

<b>Date Effective:</b>	<b>January 2023</b>
<b>Date of Next Review:</b>	<b>January 2026</b>
<b>Responsibility:</b>	<b>Full Governing Body</b>
<b>Ratified:</b>	<b>Full Governing Body</b>
<b>Chair of Governors</b>	<b>Mrs Jo Greasley</b>

## **Vision Statement**

*We are a growing community welcoming all into a secure, caring and inclusive environment, enabling us to flourish. Rooted in traditional Christian values, learning is fun, active and challenging. This nurtures spiritual, mental, physical and creative development. Our happy children build trusting relationships reflecting the love of God.*

*"Nurtured we flourish"*

## **Our Values**

Everything that we do in school is driven by our school vision and core Christian values; these are the basis for all the experiences we offer our pupils and for the way the different members of our community behave towards each other:

***Love, Faith, Fellowship, Forgiveness***

*The bible story which helps to explain our values in action is;  
The Lost Son ~ Luke 15:11-32*

The school's vision and values have informed this policy and provide a basis for spiritual and moral development within the school. Provision is made so that all may flourish without reference to their ability, aptitude, gender, race or faith. This care for one another is a reflection of the support offered to the lost son in the bible story "The Lost Son" which enabled him to re-integrate into the community.

## **Overview**

All new governors appointed to the Harrietsham Church of England Primary School should make themselves aware of, and fully understand, the school's vision.

The Governing Board 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 governors, we undertake to welcome new governors warmly to their role. 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.

The induction process will be co-ordinated by a governor acting as mentor for training. Its aim is to make new governors' introduction to governorship as smooth and enjoyable as possible and to reiterate the role as a "critical friend".

### **1. Purpose**

- To welcome new governors to the Governing Board 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 and staff
- To explain the partnership between the Headteacher, school and Governing Board
- 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 Board and its committees work
- To allow new governors to join the committee(s) of their choice

#### **New governors will:**

- Be welcomed to the Governing Board by the Chair
- Be invited by the Headteacher to visit the school in action (in line with the school visit policy)
- Have the opportunity to tour the school and meet staff
- Receive an informal briefing on the school from the Headteacher and/or Chair
- Be asked to complete a DBS check and declaration of interests
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full Governing Board meeting (if required)
- Have the opportunity to review their first meeting with the mentor
- Receive a copy of the School Improvement Plan
- Receive copies of the Minutes of the last full Governing Board meeting and details of the Governing Board committees including their terms of reference

**New governors will receive from the Governance Professional:**

- A copy of the Standing Orders and Code of Conduct for the Governing Board
- Information about the DfE online publication *Governance handbook* (October 2020)
- The school's bespoke "Induction Pack for School Governors"
- A copy of the Instrument of Government
- A Declaration of Interests form for completion
- Term dates for the school
- Dates for future governors' meetings including committee meetings
- Details of how governors can communicate effectively between meetings
- Details of how to contact the school including the e-mail address
- Information on the School's website
- Information and an explanation of Sports Premium and Pupil Premium grants.

**Areas that the Chair of Governors/mentor will cover include:**

- Background to the school
- Current issues facing the school
- The School Improvement Plan and Five Year Strategic Plan
- Visiting the school
- Child Protection arrangements at the school and the governor's role in safeguarding
- The relationship between the Headteacher and Governing Board
- An overview of the governor's role (including a mention of confidentiality and acronyms!)
- How the full Governing Board and committee meetings are conducted
- How to propose agenda items
- Governor training – *Governor Support Service*
- The governing board's role in dealing with school complaints
- School data

**Sources of external support (Governance Professional or Chair to action)**

- Details of how to access support services
- Details of national support websites
- How to access virtual or face-to-face training

**New governors are also recommended to read:**

- The latest Ofsted and SIAMS report
- The Five Year Strategic Plan 2021-2026
- Policy documents relevant to committee membership
- The Governor Visits Policy
- The Governor Allowances Policy

**2. A mentor**

New governors will be offered an experienced colleague as a mentor. The mentor will be able to answer basic questions about the school and the workings of the governing body, with particular reference to our Committee model. The mentor should be available for the entire first year if needed.

### **3.The Code of Practice**

Part of the mentor's role is to introduce their new governor to our governing body's Code of Practice. In doing so, the following will be given special emphasis:

- Confidentiality
- Collective responsibility for decisions
- Commitment to attend and take up training opportunities, initially the governors' induction course (CPD & TEP on line)
- Listening to parents concerns and queries
- The need to ask challenging questions in meetings when necessary

### **4. An information pack**

The new governor will be provided with an information pack which will contain:

- ☐ The instrument of Government
- ☐ Keeping Children Safe in Education (mandatory)
- ☐ Instructions and password for the use of Governor Hub
- ☐ Copies of minutes for recent governing body meetings (Governor Hub)
- ☐ Standing Orders and Terms of Reference for the procedural working of the governing body and its committees (Governor Hub)
- ☐ The Education People's governor training programme (TEP online)
- ☐ A governor contact list
- ☐ Dates for future governors' meetings
- ☐ A copy of the governors' annual plan
- ☐ Details of how to contact the school
- ☐ A calendar of school events

## INDUCTION PROGRAMME FOR NEW GOVERNORS

### Details of New Governors

Mr/Mrs/Ms/Miss/Dr Please delete as applicable	Full Name				
Date of Appointment to Governing Body		Date Induction Completed		Induction Undertaken By	

### Checklist

Task	Who's Responsible	Date Completed
Explanation of governor's role & responsibilities & copy of Governor Induction Pack	CoG	
Set up of email Access to Governor Hub	School Office Governance Professional	
DBS applied for and agreed	School Office	
KCSIE & Code of Conduct – read and agreed Declaration of Interests recorded	New Governor	
Mentor assigned	CoG	
Initial training agreed including: <ul style="list-style-type: none"> <li>Safeguarding/PREVENT</li> <li>Introduction of Governance</li> </ul>	CoG/HT	
Tour of school	SLT	