

Chadlington C. of E. Primary School

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Oxfordshire



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Chadlington

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Headteacher:
Bertie Hornibrook

Induction Policy for New School Governors

The Governing Body and Headteacher 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

- 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 children.
- 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 their role and/or the school.
- To explain how the Governing Body and its committees work.
- To allow new governors to join suitable committee(s).

Procedure

1. When Governorship confirmed, clerk makes contact and informs Head and Chair.
2. Clerk arranges for new governor to complete a Governor Data Information (GDI) form, with proof of identity, and send completed form to Governor Services and Oxford Diocese.
3. New governor asked to complete CRB check and declaration.
4. Head to arrange tour of school, including meeting staff and children, if necessary.
5. Head to provides informal briefing on the school, explaining the way it works, the current issues facing it, 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 and the Chair.
6. Head to provide copy of school prospectus (including: term dates, SATs information, attendance, etc) and School Development Plan.
7. Chair provides informal briefing on the role and responsibilities expected from governors, including the training courses they are expected to attend. The latter should include attending the 'New Governors' course within three months of becoming governor, and a follow up course within one year.
8. Chair arranges informal meeting with existing governor who then acts as the new governor's mentor.
9. New governor accompanied by their mentor to their first full Governing Body meeting, where they are welcomed to the Governing Body by the Chair.
10. Clerk provides new governor with information pack (see below).
11. Clerk arranges for new governor to complete register of interests form.
12. Clerk discusses committee membership and subject links.
13. Direct to School website <http://www.chadlington.oxon.sch.uk/index.htm>
14. Direct to Governor Services website <http://schools.oxfordshire.gov.uk/cms/content/governor-services>
15. Direct to the DfE's 'A Guide to the Law for School Governors' <http://www.education.gov.uk/schools/leadership/governance/guidetothelaw/b0065507/gtt>
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Information Pack for new governors

Dates of meetings for coming year

List of Governors + contacts + terms of office

Committee membership

Instrument of Government

Code of Conduct

Standing orders for the Governing Body

Terms of reference for the Governing Body

Minutes of the last full Governing Body meeting

List of school policies

Most recent Ofsted report

Most recent headteacher's report

Governors' Visits to School Policy

Register of interests policy

Governor's Expenses Policy