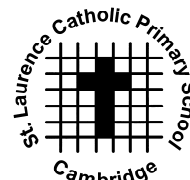


Cambridgeshire  
County Council

*Through God's grace a community growing in knowledge and understanding*

## **Induction Policy for New 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, the school, the Parish, the Diocese and the 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 identify an appropriate committee for the new governor to join

### **New governors will:**

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Headteacher
- 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 Body meeting (if required)
- Have the opportunity to review their first meeting with the mentor
- Be invited to attend an assembly and to meet staff at break time
- Have attended Induction training

New governors will receive the documents and information outlined in Appendix 1.

### **See Appendix 1 – Checklist for new governors**

### **The Clerk will:**

- Notify Cambridgeshire Governor Services of the new governor's details
- Assist the Chair and Headteacher as necessary

**Policy Agreed by Full Governing Body: 5.5.16**

**Review Due: May 2019**

## Appendix 1 New governor checklist (New Governor please sign once actioned)

**This checklist identifies which information should be given at which point: in most cases, new governors will be signposted to the relevant online resources or pages of the school website.**

### Within the first week:

Personal welcome from Chair (via phone or face to face) who will send a welcome letter

### Within first six weeks:

	Tick when done	Tick when read
<p>Discussion with Chair/Vice Chair (face to face or via phone) who will:</p> <ul style="list-style-type: none"> <li>• Outline the way the governing body functions (including committee structure and relationship with the Headteacher)</li> <li>• Outline expectations of governors, including confidentiality and boundaries (eg regarding governor panels and for governors who are parents), role in monitoring and relationship between Headteacher and Governing Body</li> <li>• Outline the school's vision for improvement and strategy for the future.</li> <li>• Arrange for a fellow governor to be a mentor</li> </ul>		N/A
<p>Meet with the Headteacher who will:</p> <ul style="list-style-type: none"> <li>• Arrange a tour of the school (if needed)</li> <li>• Give an informal briefing on: <ul style="list-style-type: none"> <li>- the school context &amp; current issues facing the school</li> <li>- Catholic Ethos and Parish/Diocesan links,</li> <li>- Child Protection arrangements (including governor's role in Safeguarding),</li> <li>- relationship between Headteacher and Governing Body from Headteacher's perspective</li> </ul> </li> </ul>		N/A
<p>Meet with Mentor who will:</p> <ul style="list-style-type: none"> <li>• Discuss Governor Monitoring Plan, governor visits policy and report template</li> <li>• Give overview of information on school website (public and governors' area), including the following: <ul style="list-style-type: none"> <li>- Latest Ofsted &amp; Section 48 reports and action plan</li> <li>- Latest School Self-Evaluation</li> <li>- Current School Improvement Plan</li> <li>- Current Raising Attainment Plan</li> <li>- Governors Code of Practice</li> <li>- School prospectus</li> <li>- School newsletters</li> <li>- Minutes of last 3 governing body meetings</li> <li>- Latest Headteacher's report to Governors</li> <li>- Governor newsletters</li> </ul> </li> <li>• Give overview of other relevant sources of information and how to access them: <ul style="list-style-type: none"> <li>- DfE Governance Handbook*</li> <li>- The Key for School Governors</li> </ul> </li> </ul>		

- Governor Services page of Cambs Education Portal - How to book training		
* The DfE Governance Handbook can be found online at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/480355/Governance_Handbook_-_pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/480355/Governance_Handbook_-_pdf</a>		
Book onto Induction Course		N/A
Download New Governor Welcome Pack from <a href="https://www.learntogether.org.uk/services/governors/Pages/Welcome.aspx">https://www.learntogether.org.uk/services/governors/Pages/Welcome.aspx</a>		
Obtain login for Governors' secure area of website		
Set up an account with The Key for School Governors		

**Within first 4 months:**

Review first FGB meeting with mentor		
Attend induction course and book other relevant courses		
Discuss overview of School's financial management with Chair or Chair of F&P committee or mentor		
Discuss overview of Pupil progress/monitoring/FFT dashboard with mentor		
Join a committee		
<b>Be familiar with the following:</b>		
Instrument of Government		
Policy Review Schedule and location of Policy documents		
Terms of reference for committees		
Instrument of Government		
Audit of Governing Body Effectiveness		
Ofsted criteria		

**Name:****Signed:****Date:**

**Please retain for your own records and forward a signed copy to the Clerk to the Governing Body**

*Through God's grace a community growing in knowledge and understanding*

## St. Laurence Catholic Primary School

Arbury Road, Cambridge CB4 2JX

Telephone/Fax : 01223 712227

E-mail : [office@stlaurence.cambs.sch.uk](mailto:office@stlaurence.cambs.sch.uk)



Headteacher: Mrs. Clare Clark LL.B (Hons), PGCE, NPQH

Dear

Welcome to the governing body of St Laurence Catholic Primary School. We are a friendly school committed to making learning enjoyable for all our children and helping them develop in their journey of faith. Thank you for volunteering to help us. We have a committed and supportive governing body. We really value your support and are sure you will enjoy your time with us.

Being a Governor is very interesting and rewarding but there is also a lot to learn. We have developed a Governor Induction procedure for the school to guide you through this. This involves meeting with our head teacher and meeting with a fellow governor who will be your mentor for the first six months.

Our Governing body subscribes to Cambridgeshire Governor Services; within the next few weeks they will send you a Governor Induction Pack with more general information about your role as Governor. This will include information about the training sessions they run for governors. We expect all our governors to attend their governors induction course and to participate in ongoing training throughout their time as a governor.

In the meantime, you may wish to take a look at the following websites:

- Cambridgeshire Governor Services:  
<https://www.learntogether.org.uk/services/governors/Pages/Welcome.aspx>
- Our school website is at <http://www.stlaurence.cambs.sch.uk/> .  
It is worth being familiar with the website, in particular the following:
  - General Information pages (policies, results, Ofsted, Pupil Premium)
  - Curriculum Overview pages
  - Community pages, especially the School Governors page: here you can find minutes of previous governing bodies meetings, general governing body information and a list of current governors. We shall supply you with login details to access the secure area of the governors' pages.
- For national information about Governing Bodies: [www.governor.net](http://www.governor.net)

**Governor Meetings**

We hold Full Governing Body meetings twice a term. These are held on a Thursday from 4-6pm. As there is a lot of business to get through we also have three sub-committees which each meet once or twice a term.

- Learning & Achievement committee,
- Finance & Personnel committee
- Premises, Health, Safety & Wellbeing committee

You will be invited to join one of these committees depending on your skills or interests.

The date of our next Full Governing Body meeting is:

Thank you once again for your valuable input to our school and I look forward to working with you.

Yours sincerely

Mary Jane O'Sullivan

Chair of Governors

Policy Name: Governors' Induction Policy

Policy Date: 5<sup>th</sup> May 2016



## EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	• Age (for policies affecting staff)	N	
	• Disability	N	
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)	N	
	• Sexual orientation	N	
	• Religion or belief	N	
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	N	
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

Equality Impact Assessment carried out by: Full Governing Body

Date: May 2016