



Madley Brook CP School

Governor Induction Policy

Introduction

The governing body and headteacher of Madley Brook 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.

Induction Process

New Governors will:

- Receive an informal briefing on the school from the headteacher (See “headteacher brief”);
- Be invited by the headteacher to visit the school;
- Have the opportunity to tour the school and meet staff and pupils;
- Have the opportunity to meet informally with the chair or an existing governor (See “chair brief”);
- Be welcomed to the governing body by the chair and attend their first meeting;
- Have the opportunity to review their first meeting with the chair.

Areas that the headteacher brief should cover include:

- Background to the school;
- Current school priorities;
- Visiting the school;
- The relationship between headteacher and governing body and the role of classroom visits.
- The process for carrying out ID and DBS checks

Areas that the chair (or representative) brief should cover include:

- An overview of the governor’s role;
- How the full governing body and committee meetings are conducted;
- Governors’ responsibilities regarding pecuniary interests;
- How to propose agenda items;
- An overview of training available

Areas that the clerk of governors will provide:

- Access to Governor Hub and how to retrieve documents
- Dates of meetings and how paper work is distributed
- Access to the training brochures
- How to access Modern Governor and NGA.

The purpose of these initial contacts is to:

- Welcome new governors to the governing body and enable them to meet other members;
- Encourage new governors to visit the school to experience its atmosphere and understand its ethos;
- Meet the headteacher, staff and pupils;
- Explain the partnership between the headteacher, school and governing body;
- Explain the role and responsibilities of governors;
- Give background material on the school and current issues;
- Allow new governors to ask questions about their role and/or the school;
- Explain how the governing body and its committees work;
- Allow new governors to join the most appropriate committee(s).

New Governors will receive the following information:

- What can be found on the website:
 1. School Prospectus
 2. School Contact Details
 3. Calendar of school dates
 4. Ofsted Reports
 5. Other school reports – PE Funding, SEN funding, Pupil Premium Funding
 6. Newsletters
 7. Curriculum Information
- Access to Governor Hub to access the following documents:
 1. School Development Plan
 2. Minutes from previous meetings
 3. Policies
 4. Headteacher Reports
 5. Latest approved budget and budget monitoring report from
 6. Details of the governing body committee including their terms of reference
- School staff list including subject leaders and contact details

Post Induction

Following induction each governor will be provided with a mentor (experienced governor) with whom they can raise queries or concerns about their role.

The LA provides a 2 day training session to support new governors in their role. New Madley Brook governors are asked to attend this within the first six months of their term of office. This training is provided free of charge by governor services and is usually held within the local area.

Ongoing Training

There are frequent changes to the education system and governors are required to be well informed about these. So we require a continuing development structure that encourages governors to learn and develop.

- All Governors at Madley Brook will agree to undertake one training course (or agreed external learning opportunity) per year as a minimum. Training can be classroom based, for example provided by the Local Authority, or by online providers such as Modern Governors.
- Governors are asked to report back after any external training, to share any key learning points with the full governing body.
- The full governing body will keep a record of all training activities undertaken each year by governors, as part of their self-evaluation.
- Staff governors are encouraged to regard any governor training as part of their Continuing Professional Development.

Monitoring

Monitoring will include:

- Mentors and/or Chair of governors will review and evaluate individual governors induction experiences
- A nominated governor will collate training information for circulation
- Governor training and development to be reviewed at every Full Governing Body meeting
- Training attended to be evaluated (with regard to effectiveness and appropriateness)
- Governors are asked to complete a regular audit of their skills and experience (as a body), which is reviewed by the governing body as a whole.

Review

This policy will be reviewed every two years.