



Date of Policy: March 2022 **Approved by:** FGB **Date of next review:** March 2025

Rationale

The Governing Body and Headteacher believe it is essential that all new governors receive an induction package covering a broad range of issues and topics that enables them to assist in leading and managing St Mary's Catholic Primary school. There is a commitment to ensure that new governors are given the necessary information and support to fulfil their role with confidence and an understanding of the purpose of the Catholic school. The process is seen as an investment, leading to effective governance, the retention and recruitment of governors and a collective team that is able to provide a quality Catholic Education for our pupils.

Safeguarding

Prior to appointment all governors will have enhanced DBS and barred list check plus a section 128 check. Governors are included on the single central record and will be required to provide all the relevant evidence and documentation.

Governors will complete accredited safeguarding training (Level 1) and prevent training.

Purpose

- To welcome new governors to the Governing Body and enable them to meet other members and feel valued
- To encourage new governors to visit the school to acquire an understanding of daily life at St Mary's and understand its distinctive Catholic ethos.
- To help establish a positive relationship with the Headteacher, staff and children
- To explain the partnership between the Headteacher, school, diocese, Local Authority and Governing Body
- To explain the role and responsibilities of governors and specifically foundation governors.
- To enable governors to understand and be able to articulate the purpose of a Catholic school.
- To provide specific information 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 the committee(s) that match their skills

To achieve the above new governors will:

- Have a meeting with the Chair and be formally welcomed by them at their first governors meeting.
- 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 act of collective worship.
- Have attended Induction training with both the Local authority and the diocese.

New governors will receive:

- The Department for Education 'Governor Handbook' and 'Competency Framework'.
<https://www.gov.uk/government/publications/governance-handbook>
- Latest issues of the diocesan 'Go Governance' e-newsletter.
- The GB terms of reference.
- The school prospectus.
- The most recent Head Teacher's Report to Governors.
- Details of the Governing Body committees including their terms of reference.
- Dates for future governors' meetings including committees.
- A calendar of school events.
- Recent school newsletters.
- Minutes of the last 3 full governing body meetings.
- The Governor Code of Conduct.
- Governor Visits & Governor Expenses policies

New governors are also recommended to read:

- The current School Development Plan (SDP).
- The latest Ofsted report and action plan.
- The latest diocesan inspection for RE and catholicity.

- Policy documents relevant to committee membership.
- The monitoring performance and evaluation policy.
- Governor specific policies (Governor Expenses & Governor Visits).

Areas that the Headteacher will cover include:

- Background to the school
- The distinctive nature of the school and RE and collective worship
- Current school development priorities
- Visiting the school.
- The relationship between the Headteacher and Governing Body.

Areas the Chair will cover includes:

- The purpose of Foundation governors.
- The code of conduct and expectations related to confidentiality.
- Admissions in relation to the governors being the admission authority not the LA.
- Recruitment of staff and the ability to ring fence teaching posts for Catholics.

Areas that the mentor will cover include:

- An overview of the governor's role including the role of foundation governors.
- How the full Governing Body and committee meetings are conducted.
- Planning their first governing body meeting
 - Spend some time to go through the agenda with them
 - Ensure that other governors are aware of their new colleague
 - Arrange for the Chair to personally welcome them
 - Introduce new governor to each person present ensure the new governor sits next to a more experienced person
 - Explain how to propose agenda items

Governor training – arrange with the Link Governor / Head Teacher / Clerk to book the new governor onto an Introductory course run by GCC Governor Services and Clifton Diocese

Areas that the Clerk will cover include:

- Advise Governor Development Services of the new governor's details
- Provision of the documentation for the new governor
- Assisting the Chair and Headteacher as necessary
- DBS check

Annex 1: Governor Induction checklist

Action	Link person	Completed?
Complete the DBS process and bring DBS certificate in to school	Head Teacher	
Submit the induction paperwork returns (Including Diocesan undertaking, KSCIE acknowledgement, Confidentiality statement and IT acceptable use agreement).	Head Teacher	
Attend induction training (Foundation Governors: Diocesan & GCC; Parent Governors: GCC only)	Chair of Governors	
Complete safeguarding awareness (Level 1) training and Prevent training (Send copies of the certificates to the Head Teacher).	Head Teacher	
Write an introductory statement for the parent newsletter.	Chair of Governors	
Review terms of reference for FGB and committees.	Chair of Governors	
Complete and return governor skills audit documents	Chair of Governors	
Review terms of reference for FGB and committees.	Chair of Governors	
Meet with nominated mentor governor	Mentor governor	
Agree committee and other panel roles (new governors may wish to attend a committee/s as a guest prior to joining, attendance can be agreed with the committee chair).	Committee Chairs / Chair of Governors	
Complete familiarisation visit to school	Head Teacher	
Review meeting with Chair of Governors (complete after 2-3 months in role).	Chair of Governors	