

## **REVISED GOVERNORS' INDUCTION POLICY**

### **AIM/PURPOSE**

To ensure that all Governors are equipped to carry out their roles and responsibilities in relation to strategic direction of the school, monitoring standards, target setting and evaluating effectiveness and acting as a 'critical friend' to the school.

### **GENERAL PRINCIPLES**

The Governing Body and Head believe it is essential that all new governors receive induction 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.

- ◆ 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 Head, staff and students
- ◆ To appreciate the partnership between the Head, school and Governing Body
- ◆ To understand the role and responsibilities of governors
- ◆ To provide background information on the school and understand current issues
- ◆ To allow new governors to ask questions about their role in the school
- ◆ To explain how the Governing Body and its committees work
- ◆ To allow new governors to join the committee(s) of their choice

### **GOVERNORS' INDUCTION AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL**

(a) New governors will:

- ◆ Be welcomed to the Governing Body by the Chair
- ◆ Be invited by the Head to visit the school, tour the school and meet staff and children and receive an informal briefing on the school from the Head
- ◆ Have the opportunity to meet informally with an existing governor who will then, if needed, act as a mentor
- ◆ Be accompanied, if required, by their mentor to their first full Governing Body meeting
- ◆ Establish a curriculum link of their choice

(b) New governors will receive:

- ◆ The School Prospectus and Kaleidoscope.
- ◆ The Education Authority and Diocesan governor training programme
- ◆ Details of the Governing Body Committees including their terms of reference
- ◆ Dates for future governors' meetings including committees
- ◆ Details of Schools' Financial Regulations and Scheme for Financing Schools.
- ◆ Details of how to contact other governors and how to contact the school
- ◆ A calendar of school events
- ◆ A copy of the weekly newsletter

(c) New governors are also recommended to read:

- ◆ The School Development / Improvement Plan
- ◆ The latest Ofsted Report, National Society Report and subsequent Action Plans
- ◆ School Profile
- ◆ Raise ONLINE report
- ◆ School Evaluation Form (SEF)
- ◆ Policy documents relevant to committee membership
- ◆ Policies relating to Monitoring, Evaluating and Performance.
- ◆ The Educational Visits Policy
- ◆ Financial Standards in Schools (FMSiS) paperwork from the LA

The Head will explain:

- ◆ Background to the school
- ◆ Current issues facing the school
- ◆ Protocol for visiting the school
- ◆ The relationship between the Head and Governing Body
- ◆ Financial management, organisation and monitoring

(d) The Governing Body will:

- ◆ Make every effort to make the new governor feel comfortable

#### MONITORING AND EVALUATION

The Governors' Induction Policy will be monitored and evaluated by the Standing Committee and ratified by the Full Governing Body.

