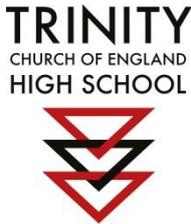


GOVERNORS' INDUCTION POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Head and Governance Professional
	Approved by:	Head
	Date approved:	March 2025
	Date adopted:	1 st September, 2025
	Next review due by:	End of 2027/28 academic year

AIM/PURPOSE

To ensure that all Governors are equipped to carry out their roles and responsibilities in relation to:

- Developing a vision and strategy for the school
- Overseeing the financial performance of the organisation and making sure its money is well spent
- Holding the school and leaders to account to ensure that every student has the best possible education
- Engaging with students, staff, parents and the school community to understand their views

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 committee structure works.
- ◆ To allow new governors to join a committee.

GOVERNORS' INDUCTION AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

(a) New governors will:

- ◆ Be welcomed to the Governing Body by the Chair.
- ◆ Be contacted by the Clerk to Governors about administrative 'housekeeping items'.
- ◆ 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. At this meeting, any other needs can be addressed. 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.
 - ◆ Establish a curriculum link / nominated governor role.
 - ◆ Carry out any necessary administrative tasks, i.e. register to use Governor Hub, declare any interests, completed a DBS check, skills audit and other compliance related matters.
 - ◆ Governor's details will be logged with Companies House, Get Information About Schools, The National Governance Association and on the school website. Only a governor's name will be seen publicly, and not any contact details.
- (b) New governors will receive / be readily available via the school website or Governor Hub:
- ◆ The School and Sixth Form Prospectus.
 - ◆ 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 Improvement Plan.
 - ◆ The Academy Strategic Plan.
 - ◆ Pupil Premium Statement
 - ◆ Inspection Data Summary Report
 - ◆ School Evaluation Form (SEF)

(The above five documents are available in the 'Preparation for Ofsted' folder on Governor Hub.

- ◆ The latest Ofsted Report, National Society Report and subsequent Action Plans
- ◆ Analyse School Performance report.
- ◆ Policy documents – available via the school website.
- ◆ Academy Trust Handbook.

- (d) New governors must carry out the following compliance issues annually:
- ◆ Part 1 of the latest Keeping Children Safe in Education document (it is a statutory requirement for all governors to read this document).
 - ◆ Complete an annual DBS declaration.

- (e) 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 Head.