



Headteacher: Ms T Wilden B.A. (HONS)

Initial Policy date	May 2018	Next scheduled review	June 2023
Governor approved	13 May 2020	Key person/people	Chair of Governors
Model Policy		Model localised	Y
Pupil leadership team review		<del>Y</del> / <del>N</del>	N/A

## GOVERNOR INDUCTION POLICY

This policy establishes how support will be provided to new members of the Governing Body (GB)

### Purpose

- To ensure new Governors are able to govern effectively, as quickly as possible.
- To welcome new Governors to the GB and enable them to meet other members.
- To encourage new Governors to visit the school to experience its atmosphere and understand its ethos.
- To explain the partnership between the Headteacher, school and GB.
- To explain the role and responsibilities of Governors.
- To give background material on the school and any current issues.
- To allow new Governors to ask questions about their role and/or the school.
- To explain how the GB and its committees work.
- To enable new Governors to join the Committee(s) that will make best use of the skills and experience they bring with them into the role.
- To ensure Governors gain the confidence they need to engage constructively in meetings and make sure they feel part of the team from the start.

### Prospective new governors will

- be invited by the Headteacher to tour the school and receive an informal briefing
- be able to meet with some of the existing Governors

Once it is agreed, to take the prospective (Co-opted) Governor forward to recommendation of appointment, at the next FGB

- The clerk will forward copy of the last FGB minutes (but no supporting documentation)

### Post appointment

The new Governor will: -

- Be assigned a mentor from the GB (prior to or at the new Governors second FGB)
- Undertake to attend the new Governor induction course within 6 months of appointment
- Be sent relevant background documentation (Relating to Test Valley School and the role of Governor) see Appendix 1

## **Appendix 1 –Supporting Documents for New Governors**

Documents and declarations you need to read and sign for after your appointment:

1. Pecuniary Interest Declaration (PID) and Guidance Notes on Completion

- All Governors are asked to complete an annual declaration in September.

2. Keeping Children Safe in Education (KCSiE)

The latest guidance is effective from 2nd September 2019 and all Governors are asked to sign a declaration confirming that they have read and understood Part 1.

### **Other Documents will be provided:**

3&4. Governance Handbook and HCC Good Practice Guide

These are guidance documents.

5,6 & 7 Competency Framework for Governors, Skills Audit and HCC Training Programme—  
The GB completes a skills audit review every year. You do not need to complete the document now but it may be useful to familiarise yourself with the audit. I also attach the Governors Competency Framework, a and the HCC Training Programme. This document will give you a flavour of the available training (which is funded by the school)

8. NGA What GB's Should Expect

9. General Reading: National Governance Association Being Strategic, a Guide to GBs.

10. GB Code of Conduct

11. GB Terms of Reference

12. Instrument of Government

13. GB Calendar of Meetings Showing the date of the FGB meetings and Committees. Governors are asked to participate in one Committee (Resources or Curriculum) and take on at least one monitoring responsibility.

14. Internal School Meeting Dates Governors may be invited to school by the Headteacher in respect of their strategic roles.

15. Site plan

16. Glossary - HCC generic

### **Finally**

Post appointment HCC will send you a Governor Welcome Pack which will include a Governor LogonID which will allow you to access the Governor Services Portal of Resources and access to Governor Hub for you to update your personal information and book training events. The Designated Training Governor can also give advice on course content.

The School Office will contact you to initiate a Disclosure and Barring Service (DBS) check and a Section 128 check (This checks the names of individuals who have been banned from taking part in the management of schools under the terms of a direction made by the Secretary of State for Education)