

Induction of New Governors Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School believe we have a responsibility to ensure all new governors who have not acted as governors before should receive training on all aspects of being a school governor. This training can be provided by the school, the local authority, the National Governors Association and Information for School and College Governors.

We want all our governors to provide effective governance by being confident in their role. We feel that this can only be achieved if we provide an effective and supportive training programme which covers a broad range of issues and topics. All training costs will be funded by the school budget.

For all new governors we have in place an effective mentoring programme led by an experienced governor.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

This policy should be read in conjunction with the following documents:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE) – **(Guidance A)**;
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE) – **(Guidance B)**;

Aims

- To provide an effective induction programme for new governors in order for them to fulfil their role with confidence;
- To work with other schools and the Local Authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Governing Body has:

- Nominated a governor to take responsibility for organising, with the Headteacher, a programme of planned governor visits to the school and to act as mentor to new governors;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;

- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the nominated governor;
- Invite the new governor to visit the school to experience its atmosphere and understand its ethos;
- Be given an informal briefing of the partnership between school and the governing body;
- Discuss with the new governor:
 - The background to the school;
 - The staffing structure;
 - Current issues facing the school;
 - The relationship between the himself and the Governing Body
- Introduce the new governor to staff and pupils;
- With the link governor present an Induction Pack to all new governors;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

Induction Pack

The Induction Pack includes:

- The role of Governors and what is meant by Governance;
- Instrument of Governance;
- The remits of the Governors' sub committees;
- The membership of the sub committees;
- Dates of meetings;
- Financial standards and financial regulations;
- School Improvement Plan;
- School Action Plan;
- Self-evaluation Report;
- The Ofsted summary report;
- The school prospectus;
- The Guide to the Law for School Governors;
- The school's Guidelines for Governors;
- A budget statement;
- A list of all staff plus their specific areas of responsibility;
- Teaching and Learning Responsibility Allowances;
- A list of all school policies listing those that are a legal requirement;
- Governors in School policy;
- Governors Allowances;
- Information about pupil's achievement and attainment;
- A calendar of school events;
- Recent school newsletters

Local Authority's Governor Service

New governors will be notified from the local authority Governor Services Team of training dates for each term.

Training

We ensure all school governors have equal chances of training.

Periodic training will be organised for all school governors so that they are kept up to date with new information and guide lines concerning equal opportunities.

For all new governors training will be provided by the governor mentor, by the school, the local authority, the National Training Programme for New Governors and online support that deals with a whole variety of topics such as:

- The role of the school governor;
- Governor meetings
- Committees;
- The various roles of school governors;
- School self-evaluation;
- School improvement plan;
- Analysing school performance data;
- Performance management;
- Safeguarding and child protection;
- School inspection

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Communications with home such as weekly newsletters and of end of half term newsletters;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.