



Churchfields
The Village School
Atworth ∞ Monkton Farleigh

INDUCTION OF NEW GOVERNORS POLICY

Approval Date:	Summer 2021
Review Date:	Summer 2023

[Kings 3:9](#)

So give your servant a discerning heart to govern your people and to distinguish between right and wrong. For who is able to govern this great people of yours?"

The prime objective of the induction process should be to make the new Governor feel welcome and prepare them to take an active role within the Governing Body as soon as possible. It should be seen as an investment, leading to more effective governance and retention of governors.

Careful preparation and time is required by either a nominated 'Mentor' Governor or Chair to ensure that this happens.

Checklist of actions:

Prior to first meeting:

1. A telephone call and letter from the Chair to welcome and update on current issues
2. Informal talk with Headteacher and tour of school (both bases) preferably during the school day. Please contact the school to arrange this at a convenient time.
3. Meet informally with Clerk to discuss preferred method for delivery of briefing material and any administrative matters
4. Meeting with nominated mentor or Chair to help prepare for the first full governors' meeting (Mentor should be at the first meeting to explain proceedings, acronyms and roles).
5. Book onto next available 'New Governors' Course run by Wilts Governor Services Team
6. Be given a brief description of how meetings are conducted
7. CRB clearance to be obtained (Clerk to Govs will arrange with school Admin Officer)
8. Sign form to confirm willingness to serve as governor and to preserve confidentiality (Clerk will arrange)

At first meeting:

1. Chair and Governors welcome new colleagues
2. Governors are introduced, including brief background details
3. Invite the new Governor to join a committee – one to which they feel best suited for

Follow up:

1. Invite feedback from the new Governor about their induction and what support they might need, and any suggestions for refining this policy
2. Review the policy in the light of experience if necessary

The Clerk will provide new governors with details of school website, which contains information about both the school and the Governing Body including Ofsted

information; and details with access codes to the Governing Body's online secure document store (currently Google Drive).

New Governors Should Familiarise Themselves With:

- Scheme of Delegation (setting out the responsibilities and powers of governors and members of staff)
- Instrument of Government
- Last Headteacher's report which contains details relating to staff responsibilities and numbers on roll as well as relevant information not found on the website
- Minutes of previous full governors' meeting, and subcommittee minutes Governors' newsletters, if available
- Latest Ofsted and SIAMS inspection reports
- School's Self-Evaluation Form (SEF)
- School's School Development Plan (SDP) overview. Detailed action plans will be made available on request
- Outline calendar of governors' meetings, including committees.
- 'Guide to the Law for School Governors'
- Summary of budget for current financial year
- Classroom visits proformas (cohort and subject specific), plus Governing Body Classroom Visits Policy

These documents are all available from the school website or governor document store. The Clerk can also provide paper copies of these documents if required.