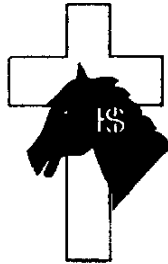


HORSINGTON CHURCH SCHOOL



GOVERNORS' INDUCTION AND COMMITTEE INDUCTION POLICY

PURPOSE:

The purpose of the induction policy is to:

- Complement existing provision of information for new governors from the Governors Support Team at Somerset County Council.
- Provide new governors with a comprehensive and practical induction to the role of being a school governor and the Governing Body.
- Provide the Governing Body with a set of tasks to carry out on the appointment of a new governor.
- Ensure that the school offers a practical but consistent framework for induction.

AIMS:

Our aims are to:

- Equip new governors with basic background information about the role of the Governing Body.
- Establish links between new governors and key members of the Governing Body.
- Ensure ongoing support for new governors.
- Enable new governors to feel confident, that they are well informed and that they have a valuable contribution to make.
- Ensure that committee members are clear of the responsibilities delegated to them.
- Ensure that the governor has access to appropriate training.

PROCESS:

The tasks defined in the associated Governor Induction Checklist (appendix 1) to be undertaken prior to the new governors first meeting of the Governing Body by the Headteacher and/or Chair or Vice Chair of Governors

A friend is appointed by the Vice-Chair of Governors to support the new governor in the tasks defined in the associated Governor Committee Induction Checklist (appendix 2) to be undertaken prior to the first committee meeting by the Committee Chair and/or Headteacher.

EVALUATION:

Three months after the induction process has been completed the Chair of Governors will contact the new governor to ask them to evaluate the induction process and return completed paperwork to the Clerk. Any suggestions made should be discussed at governing body meetings and if necessary ensure that the policy is updated prior to the next new governor induction.

HORSINGTON CHURCH SCHOOL: GOVERNOR INDUCTION

Proposed and Adopted: April 2002

Reviewed: June 2006

Reviewed: November 2008

Reviewed: May 2012

Reviewed: May 2013

Revised: March 2015

Revised: November 2015

**APPENDIX 1:
HORSINGTON CHURCH SCHOOL
GOVERNOR'S INDUCTION CHECKLIST**

GOVERNOR NAME: _____

DATE OF APPOINTMENT:

GOVERNOR 'FRIEND' CONTACT: Name _____
Contact number _____
Contact e-mail _____

CHAIR OF GOVERNORS CONTACT: Name _____
Contact number _____
Contact e-mail _____

CLERK OF GOVERNORS CONTACT: Name _____
Contact Number _____
Contact e-mail _____

COMMITTEE MEMBERSHIP: _____

GOVERNOR SUBJECT LINKS: _____

NO.	ITEM	DATE
CLERK TO THE GOVERNORS		
1	Letter to the new governor to inform regarding appointment and to welcome to the Board	Appt date
2	Governing body and key stake holders notified of appointment	Appt date
3	Multi Academy Trust (MAT) Skills Matrix completed	
4	Key information sent to the new governor Governor code of conduct Existing Governor Details – contacts / role on the Board Latest Headteacher Report School Vision Plan Subject Development Plan School Evaluation Form Standing Orders of the Governing Board	1 week appt
5	Directions to the website provided for key documents Details of teaching and support staff School Prospectus School Policy (<i>safeguarding, e-safety and complaints procedure, essential</i>) Governing Body Agendas Governing Body Minutes Committee structure Terms of Reference Inspection Reports – OFSTED and SIAMs	1 week appt
6	Ensure that a new governor has: Disclosure and Barring clearance Governor services and the MAT are informed or appointment	1 week appt
7	Ensure that a new governor has signed an Acceptable Use Agreement	1 week appt
8	Ensure that a new governor has signed the Declaration of	1 week appt

HORSINGTON CHURCH SCHOOL: GOVERNOR INDUCTION

	Business interests	
9	Ensure that the new governor has completed a profile for inclusion on the School website	2 week appt
10	Provide secure e-mail access and that the governor understands how to access the e-mail system.	2 week appt
CHAIR OR VICE CHAIR OF GOVERNORS		
1	A tour of the school, during the school day; Meet key members of staff	2-3 weeks appt
2	Discuss the school day-to-day operation	2-3 weeks appt
3	Discuss the main roles and responsibilities for the governing body <ul style="list-style-type: none"> - clarity of vision, ethos and strategic direction - hold the Headteacher to account for the educational performance of the school and pupils and the performance management of staff - to oversee the financial performance of the school 	2-3 weeks appt
4	Explain: The school aims, ethos and mission statement	2-3 weeks appt
5	Explain the roles of the committees, working parties and their terms of reference Establish which committees would be of interest	2-3 weeks appt
6	Explain frequency and timings of governor meetings	2-3 weeks appt
7	Explain the role of link governors and visits to school (refer to the governor visits policy) Establish which links would be of interest	2-3 weeks appt
8	Discuss: Attendance at meetings, apologies for absence Conflicts of Interest The importance of confidentiality Data Protection E-Safety	2-3 weeks appt
9	Discuss inspection process and significance, to include OFSTED SIAMS	2-4 weeks appt
10	Explain the Local Governing Board's role within the Multi-Academy Trust (MAT), and the school's academy status	2-4 weeks appt
11	The function and role of the PTFA at the school	2-4 weeks appt
12	Direct the new governor to appropriate websites for reference OFSTED: www.ofsted.co.uk Department for Education: www.education.gov.uk The multi-academy trust: www.bathandwellsmat.org The National Governors Association: www.nga.org.uk (<i>glossary guide to new governor – jargon and acronyms</i>)	2-4 weeks appt
13	Specific responsibility with regard to: Safeguarding E-Safety Special Educational Needs offer and provision Pupil Premium Sports Funding Promotion of British values Admissions – <i>as the admissions authority working on behalf of the MAT</i> Understanding of school data Statutory Duty	2-4 weeks appt

HORSINGTON CHURCH SCHOOL: GOVERNOR INDUCTION

	Documents published to our website	
	Training needs discussed and referred to the linked Training Governor (see appendix 3)	

EVALUATION

NO.	ITEM	DATE
1	<p>Evaluate (after 3 months of appointment date): Completion of the Induction Process Ask for feedback regarding Induction (<i>review alongside policy</i>) TO INCLUDE: Was the information provided - too little/too much/just right Was the timing - too early/too late/just right What other information /support would have been useful in your first 3 months as a governor? What support would you like moving forward? What training would you like to attend? What aspects of governance do you enjoy most? What aspects of governance do you enjoy least?</p>	3-3.5 months appt

COPY TO BE KEPT BY: *CLERK TO THE GOVERNORS*

APPENDIX 2:
HORSINGTON CHURCH SCHOOL
COMMITTEE INDUCTION

GOVERNOR NAME: _____

COMMITTEE MEMBERSHIP (specify all):

To be completed for each Governing Board Committee in the sections below

NO.	ITEM	DATE
CHAIR OF COMMITTEE		
1	Copy of last agenda, minutes and Terms of Reference	Prior to first committee meeting
2	<p>GENERAL Explain: The committee structure Number of meetings per year Delegated Responsibility – including delegated policies Committee priority in the school development plan Committee issues from the latest school inspection (e.g. OFSTED) Committee issues from the latest audit</p>	1 week appt
3	<p>Finance and Human Resources Committee. <i>Induction to include:</i> Provide the latest Financial Report School Funding and Accountability Accessing external funding Audit of accounts Policy and procedures in relation to Fraud and Theft Arrangements for Headteacher performance management Recruiting Staff/ Safer recruitment process for recruitment of staff <i>Meets once or twice per term, review of management reports (ongoing)</i></p>	Prior to/just following first committee meeting
4	<p>Policy and Procedure Committee. <i>Induction to include:</i> Policies delegated to this committee Awareness of other policies and staff policy review Committee related issues in the Health and Safety report An understanding of the curriculum, Early Years Foundation Stage, school priorities (academic and practical) Educating children with diverse need E-Safety. <i>Meets once per term</i></p>	Prior to/just following first committee meeting
5	<p>Admissions Committee <i>Induction to include:</i> Policies delegated to this committee The role of the governors in Admissions, acting as delegated admissions authority on behalf of the Bath and Wells MAT The Admissions cycle Fair Access Protocol Admissions criteria & the consultation process for change <i>Meets once per term and as required</i></p>	Prior to/just following first committee meeting

HORSINGTON CHURCH SCHOOL: GOVERNOR INDUCTION

6	<p>The Ethos Committee <i>Induction to include:</i> Policies delegated to this committee The role of governors in setting, monitoring and evaluating the school Ethos and Church School Distinctiveness The Latest SIAMs inspection report <i>Meets 3 times per year, following Local Governing Board meetings</i></p>	Prior to/just following first committee meeting
7	<p>The Pay Committee Policies delegated to this committee The role of the governors in monitoring and evaluating the school performance management process The role of the governors with regards to supporting ongoing professional development <i>Meets once per term</i></p>	Prior to/just following first committee meeting

COPY TO BE KEPT BY: *Clerk to the governors*

APPENDIX 3:
HORSINGTON CHURCH SCHOOL
GOVERNOR TRAINING RECORD AND TRAINING NEEDS

Copy to be kept by the Training Governor

Governor name: _____

	TRAINING NEED	DATE IDENTIFIED	DATE OF TRAINING
1	Safeguarding <i>(n.b. to be retaken every 3 years)</i>		
2	Induction training		
3			
4			
5			
6			