



Local Governing Board - Governor Induction Policy

Introduction

Local Governors are an essential part of the Governance of our Trust. The Scheme of Delegation makes this clear.

Initial introductions to the school will be led by the Chair of Governors, the Headteacher and/or the Clerk.

This paper identifies the essential elements of your introduction to the school. Once a term training will be provided by the Trust and the Diocese, dates are issued in the regularly published 'Governor News'.

Induction procedure

The attached Induction Checklist provides a framework for introducing a new Governor to the Local Governing Board (LGB). All LGBs are asked to follow this format of introduction although they are welcome to add additional steps in the process.

New Governor Welcome Pack

The New Governor Welcome Pack should include or have reference to:

General Items for Governors

- Governor Declaration of Eligibility form (enclosed for completion and return)
- Ethnicity monitoring form (enclosed for completion and return)
- Register of Business Interests form (enclosed for completion and return)
- List of educational acronyms
- Governor Training Programme
- Access to DfE Handbook on Governance

School Information

- Access to the Governors' section of the school website, where all documentation is stored.
- Governing Body Membership List
- Governing Body Code of Conduct (acceptance form enclosed for completion and

return)

- Dates of future meetings
- School email address
- Latest Ofsted report

Induction Checklist for New Governors

Name of new Governor:

Mentor:

Action	Date completed	Notes	Signed off by
Meet the Chair of Governors – discuss the role of a Governor			
Meet the Headteacher- learn about the school			
Complete a tour of the school			
If useful, invite the prospective Governor to attend a meeting of the LGB as an observer to ensure that they are comfortable with the role			
Once decision to proceed is made meet mentor for an informal conversation and to receive the Welcome Pack.			
New Governor completes the forms: Governor Declaration DBS Declaration of Interest Skills Audit			
Attend first Governors' meeting – accompanied by mentor			
Go through Governor Visits Policy with mentor			
Book training for new Governors - Trust and Diocese			

Once completed please provide a copy for the Chair of Governors

October 2021

Due for review: December 2022