

Yorkswood Primary School

An Induction Policy for New Governors

Purpose

The purpose of this policy is to ensure that new governors become familiar with:

- Yorkswood School and its community
- Procedures relating to the governance of Yorkswood School
- The general roles and responsibilities of a school governor

The school, its community and governance

In order to become familiar with the school, pupils, staff, governors and the specific operations of the board of governors at Yorkswood, new governors will have the following support:

- A jargon free 'welcome pack' which will include:
 - Letter of welcome from Chair of Governors
 - School prospectus
 - List of governors – with responsibilities and contact details
 - Committee structure with membership
 - Terms of reference for the board, committees and financial delegation
 - Details of dates of board and committee meetings
 - Details of school INSET days when governors are invited
 - A 'Jargon Buster' – a glossary of educational terms and acronyms
- A meeting with the Chair of Governors and Headteacher to discuss the 'welcome pack', to determine on which committee(s) the new governor will serve, to ascertain any developmental needs and to make arrangements for the following:
 - To assign a 'buddy' governor who will act as mentor if and when required
 - To organise a pupil conducted tour of the school
- Access to in-school governor training (at least one session per year is provided)

General roles and responsibilities of a school governor

For all governors, especially those who have not acted as a school governor before, the following support is available:

Solihull Governor Development Service

Yorkswood subscribes to the LEA's Governor Development Programme, which includes training and development on all aspects of being a school governor in Solihull.

A special course for new governors is staged each year. This is really useful in that it explains, in detail, the roles and responsibilities of a school governor.

As well as the above course for new governors, seminars are provided on a wide range of relevant issues. A termly newsletter and an interactive website are also available. Yorkswood's subscription to the programme means that there is no cost to individual governors.

For a full list of courses and seminars provided by the LEA's Governor Development Service along with other relevant information contact:

- Stewart Crowe, Governor Services Coordinator
- Tel 0121 788 3161
- Email governorservices@solihull.gov.uk
- Website www.solihull.gov.uk/wwweduc/governors

Department for Education and Skills (DfES) Support to Governors

The DfES provides extensive support to school governors through its various publications including 'A Guide to the Law for School Governors'. All publications, associated websites and other information can be found online at:

- www.governornet.co.uk