

# SHIRLEY HEATH JUNIOR SCHOOL

## GOVERNING BODY

### POLICY FOR INDUCTION OF NEW GOVERNORS

**This short policy is to outline good practice for the induction of new governors.**

#### **Aim**

The aim is to give clear guidelines to all concerned when new governors join the existing team. It is recognised that governors will join with varying experience and knowledge of the school and may not be required to complete all areas of the induction.

#### **Process**

The induction is split into six sections with a number of points in each. These sections with the details are shown in the checklist, attached. Initially the Chair will take the responsibility to work through the needs of the new governors. The Chair will then liaise with another governor to set up the 'buddy system'. The 'buddy governor' will then review the checklist at the end of the first and second term. If any problems occur this will be discussed with the new governor and Chair. It is expected that this process will be completed in one to two terms. However an extension of a third term can be given and maybe be necessary in some cases. The completed checklist will be kept in the governing body records.

#### **Responsibilities**

##### **Chair**

To discuss and begin the process of induction. In the absence of the Chair, the Vice Chair will take on this role.

##### **'Buddy Governor'**

This is a governor from the body who has experience of the school and as a governor and, so, is able to support a new governor. It is not envisaged that the time commitment will be great; a governor will volunteer for the role.

##### **Clerk**

To file the completed checklist with the governors details.

##### **Review**

This policy will be reviewed at the end of each school year, unless changes are required prior to that date. Obviously feedback from those involved in the process will be especially useful.

**SHIRLEY HEATH JUNIOR SCHOOL**

**CHECKLIST FOR INDUCTION OF NEW GOVERNORS**

**NAME OF NEW GOVERNOR** \_\_\_\_\_

**IDENTITY CONFIRMED**  **DOCUMENT CHECKED**

**CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LIST 99 CHECK DETAILS** \_\_\_\_\_

**DATE OF LIST 99 CLEARANCE** \_\_\_\_\_

**CHAIR OF GOVERNORS** \_\_\_\_\_

**'BUDDY GOVERNOR'** \_\_\_\_\_

**SKILLS**

Give the areas of expertise for the new governor and the committee that would be best suited for these.

Committee \_\_\_\_\_

**This proposal will be approved by the full Governing body**

There maybe areas where the governor already has sufficient knowledge and expertise, where this is the case please put 'not applicable' in the relevant column.

Completed \_\_\_\_\_

To be signed by Chair \_\_\_\_\_

Date \_\_\_\_\_

**SUPPORT**

<b>Areas for consideration</b>	<b>Action</b>	<b>Completed</b>
Buddying system introduced		
LEA support through Governor Development Co-ordinator		
Governor Line 08000 722 181 www.governorline.info		

**DOCUMENTS**

<b>Documents to be given</b>	<b>Action</b>	<b>Completed</b>
Welcome letter & disqualifications		
Terms of reference for committees		
Last set of minutes for full Governing body		
Last set of minutes for relevant committee		
Prospectus of school		
A Guide to the Law for School Governors		
List of governors and phone numbers		
Governing Body Activities		
Committees		

**TRAINING**

<b>Training needs</b>	<b>Action</b>	<b>Completed</b>
New Governor training (4 sessions)		
Other needs		

**SCHOOL INVOLVEMENT**

<b>Areas for consideration</b>	<b>Action</b>	<b>Completed</b>
Introduction to School and Staff		
Informal meeting with Head and Chair		
Tour of school		
Twining with teacher and initial meeting		
Introduction to other relevant members of staff team		

**INFORMATION NEEDED**

<b>Necessary Information</b>	<b>Action</b>	<b>Completed</b>
Dates and times of next Governing body meeting (place and duration)		
Dates and times of next committee meetings (place and duration)		
Introduction to other Governors at first full meeting		

**Agreed at a full Governing Body meeting held on 22<sup>nd</sup> June 2004**