

# **Marshland High School**



## **Governor Induction Policy**

***Approved - October 2014***

‘Success Through Learning’

It is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There should be a commitment to ensure that new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors. In-house child protection and induction training are compulsory requirements of being a Governor at Marshland High School

## **PURPOSE**

- To welcome new governors to the governing body and enable them to meet other members
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Head Teacher, staff and students
- To explain the partnership between the Head Teacher, school and governing body
- To explain the role and responsibilities of governors
- To give background material on the school and current issues
- To allow new governors to ask questions about their role and/or the school
- To explain how the governing body and its committees work
- To allow new governors to join the committee(s) of their choice

## **New governors will:**

- Be welcomed to the governing body by the Chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and students
- Receive an informal briefing on the school from the Head Teacher
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full Governing Body meeting (if required)

Date
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- Have the opportunity to review their first meeting with the mentor
- Be invited to attend an assembly

Date

**New governors will receive:**

- The school prospectus
- Copy of the school's Instrument of Government
- Map of the school
- Norfolk Governor Services Support & Development Programme
- Details of the governing body committees including their terms of reference
- Dates for future governors' meetings including committees
- Details of how to contact the other governors
- Details of how to contact the school including the e-mail address
- A calendar of school events
- Recent school newsletters
- Latest 'Governor' Magazines
- Minutes of the last 2 full governing body meetings
- Staff list
- School organisation (class structure etc.)

Governors will be referred to the on-line "Guide to the Law for Governors".

**Areas that the Head Teacher will cover include:**

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Head Teacher and governing body

## **Areas that the mentor will cover include:**

- An overview of the governor's role
- How the full governing body and committee meetings are conducted
- Planning their first governing body meeting
  - \* Spend some time to go through the agenda with them
  - \* Ensure that other governors are aware of their new colleague
  - \* Arrange for the Chair to personally welcome them
  - \* Wearing ID badges on site
  - \* Ensure new governor sits next to a more experienced governor
  - \* Explain how proposed Agenda Items work
- Governor training – arrange with the Link Governor to book the new governor onto an Introductory course run by Norfolk Governor Services

Date

## **Areas that the Clerk will cover include:**

- Notify Norfolk Governor Services of the new governor's details
- Provision of the documentation for the new governor
- Assisting the Chair and Head Teacher as necessary

## **New governors are also recommended to read:**

- The School Improvement Plan
- The latest Ofsted report and action plan

**Note: This policy is designed to be used as a checklist by new governors**