



"We Enjoy and Excel
In the Presence of God"

BROCKENHURST CE PRIMARY SCHOOL & PRE-SCHOOL

www.brockenhurstceprimary.co.uk | adminoffice@brockenhurst-primary.hants.sch.uk



**T: 01590
623163**

New Governor Induction Policy

Brockenhurst CE Primary School & Pre-School

Approved by:	Board of Governors	
Last reviewed on:	January 2022	
Next review due by:	January 2023	

Brockenhurst CE Primary School & Pre-School New Governor Induction Policy

Brockenhurst CE Primary School & Pre-School governing body believe it is essential that all our new governors receive a comprehensive induction package covering a broad range of topics and which helps them settle into their role. There is a commitment to ensure that our new governors are given the necessary information and support to fulfil their role with confidence. We see the process as an investment leading to more effective governance and the retention of new governors.

This policy establishes how support will be provided to new members of the governing body.

PURPOSE

- To ensure new governors are able to govern effectively, as quickly as possible.
- 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 children..
- To explain the partnership between the head teacher, school and governing body.
- To provide information on the role and responsibilities of governors.
- To give background material on the school and any 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 enable new governors to join the committee(s) that will make best use of the skills and experience they bring with them into the role.
- To ensure governors gain the confidence they need to engage constructively in meetings and make sure they feel part of the team from the start.

New governors will:

- be welcomed to the governing body by the chair
- be invited by the headteacher to visit the school and meet staff and children
- receive an informal briefing on the school from the head teacher
- have the opportunity to meet with an existing governor who may then act as their mentor
- be accompanied by their mentor to their first full governing body meeting (if required)
- have the opportunity to review their first meeting with their mentor
- be accompanied by their mentor (or another experienced governor) on their first monitoring visit if required

New governors will receive or be provided with links to:

- Brockenhurst CE Primary School & Pre-School governor's handbook
- The Department for Education's 'Governance Handbook'
- The Department for Education's 'Keeping Children Safe in Education'
- The School Improvement Plan
- The school prospectus (if available)
- Any cloud / website log-in details
- The Local Authority's governor training programme
- details of the governing body committees including their terms of reference
- dates and times for future governors' meetings including committees
- recent school newsletters
- a link to the school's latest Ofsted report and the school comparison tool
- policy documents relevant to the committee(s) they are going to join
- the governing body's visits policy and proforma

Review: Summer 2022

Brockenhurst CE Primary School & Pre-School New Governor Induction Checklist *(Governor to tick once actioned)*

- Welcomed to the governing body by the chair
- Invited by the head teacher to visit the school
- Toured the school and met the staff and children
- Received an informal briefing on the school from the head teacher
- Met with an existing (mentor) governor
- Reviewed first meeting with my mentor

I have received:

- The DFE 'Governance Handbook'
- Keeping Children Safe in Education(part 1)
- Competency Framework for Governors
- A link to the Brockenhurst CE Primary School Governors Handbook
- School's "Guidelines for Governors"
- School Prospectus
- Local Authority's governor training and development programme
- Details of the GB's committees and their terms of reference
- Dates for future governors' meetings including committees
- Details of how to contact the school, including the e-mail addresses
- Calendar of school events
- School newsletters
- School Improvement Plan
- Link to the school's latest Ofsted report
- Policy documents relevant to committee membership
- School visits policy and proforma

The head teacher has covered:

- Background to the school
- Current issues facing the school
- Visiting the school
- Relationship between the head teacher and governing body

Name:

Signed:

Date: