



Governor Induction Procedure

Berkeley Primary School

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Aims and Objectives

At Berkeley Primary School, the Governing Body and Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. We are committed to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to more effective governance and retention of governors. We want to make new governors feel welcome to our governing body, become part of the team as quickly as possible and are effective in their role.

Our aims are;

- to encourage new governors to visit the school, to experience its atmosphere and understand its ethos
- to meet the Chair of Governors, Headteacher, staff and children
- to explain the partnership between the Headteacher, school and governing body
- to welcome new governors to the governing body and enable them to meet other members
- to explain the role, responsibilities and functions of governing boards and governors, including their legal duties
- to explain how the governing body and its committees work
- to enable new governors to join the committee(s) of their choice
- to give background material on the school and current issues
- to enable new governors to ask questions about their role and/or the school and know where they can find support
- to understand the main features of effective governance.

Induction Programme

A comprehensive induction programme will be provided for all new governors which will include the following;

1. An initial meeting will be arranged with the Chair of Governors to introduce them to governance and to arrange a programme of induction tailored to their needs.

At this initial meeting the new governor will:

- receive a Governor file and documents, the contents of which will be discussed, including:
 - Governor's Induction Booklet
 - Governors Code of Practice
 - Visiting Policy
 - DFE Governance Handbook
 - DFE A Competency Framework for Governance
- receive an explanation about the roles and responsibilities of governors
- receive an explanation about how the governing body and its committees work and be encouraged to give consideration to the committees they would like to choose to join
- receive background information regarding Berkeley Primary School
- receive preparation regarding their first governor's meeting so that they know what to expect. This will include an explanation about papers they will receive via post and email, how meetings are conducted, agendas and how to propose agenda items
- be provided with information regarding training for governors, including LA and online
- have the opportunity to ask any questions about their new role and the school
- be given the opportunity to arrange a mutually convenient time to meet the Headteacher, staff and children
- be assigned a mentor, who will be an experienced governor.



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2. The new governor will then meet with the Headteacher who will;
 - take the new governor on a tour of the school and introduce them to the staff and children and provide an informal briefing on the school and any current issues
 - discuss the school vision
 - provide details of how to access documents from the school website
 - provide details regarding the relationship between the Headteacher and the governing body
 - provide details of the governing body committees including their terms of reference
 - provide dates for future governors' meetings including committees, as appropriate
 - provide details of how to contact other governors via the google email system and explain the calendar
 - explain how governors are linked to areas and the School Improvement Plan
 - explain the expectations regarding monitoring visits to the school, including formats used
 - explain the assessment system and data available
 - receive documents, the contents of which will be discussed, including:
 - the School Prospectus
 - latest Ofsted Inspection Report
 - minutes of the most recent Governing Body meeting
 - summary of the most recent assessment results
 - dates for forthcoming meetings
 - map of the school building and grounds
 - list of staff and governors with their responsibilities
 - relevant school policies, including Safeguarding.
 - arrange for the new governor to receive the Safeguarding training.
4. At the new governor's first full governors' termly meeting;
 - the new governor will be supported throughout the meeting by their mentor governor
 - all members of the Governing Body, including the clerk, will be introduced to the new governor
 - the new governor will be linked to specific areas and sub-committees should this be appropriate.
 - the mentor will explain any jargon and acronyms used within the meeting which the new governor may not have understood
 - an informal chat after the meeting to clarify any queries and evaluate the induction process so far.
5. Following the first full governors' termly meeting, the governor mentor will;
 - arrange a further meeting to answer any questions the new governor may have resulting from the full governor's termly meeting
 - outline any working practices of Berkeley Governing Body including ground rules. This may include explaining how to handle a complaint from a parent or reinforcing the need for confidentiality.
6. Induction and mentor support will continue for as long as it is required by the new governor.

Please see 'Volunteers in School' policy for checks and safeguarding for Governors.