



## Policy for Governor Induction Capenhurst CE Primary School

The governing body and head teacher believe it is essential that all new governors receive a comprehensive induction following appointment, covering a broad range of issues and topics. There is a commitment to ensuring that new governors are given the necessary information and support to fulfil their role with confidence. This process is seen as an investment, leading to more effective governance and retention of governors.

### Aims of this policy

- 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 with the head teacher, staff and children
- To explain the partnership between the head teacher, school and governing body
- To provide background material on the school and current issues
- To allow new governors to express particular interests/skills that are applicable to the role of named governor roles

### New governors will:

- Be welcomed to the governing body by the chair
- Be invited by the head teacher to visit and tour the school, meeting the staff and children
- Receive an informal briefing on the school from the head teacher
- Have the opportunity to meet informally with the chair or vice-chair who can act as their mentor
- Review previous minutes with their mentor prior to attendance at governing body meetings
- Be accompanied by their mentor to their first full governing body meeting (if required)
- Have the opportunity to review their first meeting with the mentor (if required)

### New governors will receive:

- The school's 'Code of Conduct for Governors' – to be read, signed and returned
- Access to the LA new governor induction training
- Access to governor training programmes from the LA and/or other approved providers (details provided regularly via School Bulletins / Bursar )
- Copies of the last three sets of approved governing body minutes
- Dates of future governors' meetings
- Details of how to contact the chair of governors – [chair@capenhurstcep.cheshire.sch.uk](mailto:chair@capenhurstcep.cheshire.sch.uk)
- Details of how to contact school – [head@capenhurstcep.cheshire.sch.uk](mailto:head@capenhurstcep.cheshire.sch.uk) or [admin@capenhurstcep.cheshire.sch.uk](mailto:admin@capenhurstcep.cheshire.sch.uk) or 0151 338 2181
- Calendar of school events – [www.capenhurstcep.cheshire.sch.uk](http://www.capenhurstcep.cheshire.sch.uk) refer to school newsletter or school website for this information
- A copy of the Governors Vision Statement

New governors are requested to read:

- School Strategic Development Plan (SSDP)
- The latest School Evaluation (SEF) information
- The latest Ofsted report (available on the school website)
- The school Safeguarding and Child Protection policy (available on the school website)

The head teacher will cover:

- Background information about the school
- Current issues facing the school
- Relationship between the head teacher and the governing body

The mentor will help in the following ways:

- Provide an overview of the role of a governor
- Explain how the full governing body meetings are conducted
- How to propose agenda items
- How to access training and support
- Be a friend to the new governor

Written by: Claire Green (head teacher)

Reviewed by: Lezley Grimshaw (Chair of Board of Governors) February 2019.

Review: Annually