



St Matthew's Primary School

Governor Induction Policy

Date Policy Written: March 2023

Review Cycle: Annual basis or sooner if required.

Ratified by Governing Board on:

Next review date:

The chair usually leads induction

The chair should lead induction for a new governor but can delegate the responsibility to someone with the necessary governance experience, such as the vice-chair or governance professional.

Whoever's responsible should keep the Headteacher and clerk updated on the new governor's progress.

Set up a meeting with your new governor

If you're leading induction, arrange a video call with the new governor.

You don't need to invite the Headteacher to this meeting as they don't need to be involved yet. This will also help the new governor understand that you're responsible for providing the leadership and direction of the governing board, not the Headteacher.

During the initial meeting:

- Present the vision for improvement and strategy for the future
- Explain how the governing board and its committees function
- Outline your expectations of governors
- Introduce the new governor to key documents – explain what they are and that you'll send them over for the new governor to familiarise themselves with

Send them key documents

Make sure you send your new governor the necessary paperwork so they've got an overview of:

- The structure of the governing body
- The school's/trust's context
- What's expected of them in their role, including their conduct, commitment and contribution to the board

Provide relevant information and advice at a pace that will support your new governor rather than overwhelm them.

Set them up on GovernorHub

Provide your new governor with details on how to access GovernorHub, and add them to your board.

There is a link in the Induction folder on Governor Hub to help navigate Governor Hub. This will help a new Governor get to grips with GovernorHub's features and know where to find everything.

Assign them their mentor

Make sure your new governor knows who their mentor is, as this is the person who will act as their first port of call.

Let them know that they can always contact you as well, but their mentor will meet with them frequently to answer any questions, discuss progress and identify any areas for further support.

Their mentor will provide ongoing support

It's beneficial for the mentor to speak with the new governor regularly, especially before and after:

- Full governing board meetings and any committee meetings
- Governor visits
- Appeals panel (as required)

This'll allow the new governor to ask questions, and their mentor to provide any relevant feedback.

The mentor should read the article 'What their role involves' in the Induction folder on Governor Hub, so they're crystal clear on what support they need to provide.

Help them prepare for their first board meeting

Remember, the first full governing body meeting will be quite daunting for a new governor.

Make sure they have everything they need at least a week before the meeting, including:

- The agenda
- Any reports and papers that will be considered
- Minutes from the previous meeting
- The information they need to access the video call if they're attending remotely (along with any 'ground rules' your board has for video call etiquette)

Remind them to:

- Carefully read all documentation related to the upcoming meeting
- Focus on an agenda point that they're interested in or have prior knowledge/experience of as they'll be more confident to make a contribution – reassure them they won't be expected to understand everything all at once!
- Ask questions or ask for clarification on matters they're unsure of. It may help if they prepare questions in advance

You can point them to the article which explains how new governors can contribute to meetings in the Induction folder on Governor Hub.

Set them up with training

Point your new governor in the direction of our comprehensive induction programmes for:

- Maintained school governors

This on-demand course will give the newest members of the governing body the opportunity to learn at a time and pace that suits them, in the comfort of their own home.

Once your governor has finished the training and passed the final assessment, they'll receive a certificate which also appears on their GovernorHub training record.

All governors should receive safeguarding training

Keeping Children Safe in Education 2022 requires all governing boards and school proprietors to make sure all governors receive appropriate safeguarding and child protection training at the point of induction.

The safeguarding for governance training course linked in the Induction folder on Governor Hub, fulfills this requirement.

Other sources of training

Encourage your new governor to sign up to the Induction course run through Luton Borough Council Governor Services. There is a link to the website in the Induction folder on Governor Hub.

Keep in touch

Your new governor is likely to feel a bit isolated when joining the board, so make sure you check in on them from time to time, and let them know that you're there if they have any questions.

Also give them the option for a one-to-one meeting or video call with you – emails are great but you can't beat hearing someone's voice or seeing their face!

Induction procedure for New Governors	Responsible	New Governor to initial and date when completed
Welcomed to the Governing Body by the Chair (letter)	Chair	
Read and Signed the Governor Code of Conduct and Returned to Clerk	New Governor	
Read and Signed Record of Business Interests form and returned to Clerk	New Governor	
Written a Pen Portrait for school website (the clerk can use the one from your initial application if you are happy with it)	New Governor	
Invited by the Headteacher to visit the school	Headteacher	
Toured the school(s) and met staff and students	Headteacher	
Received an informal briefing on the school	Headteacher	
Assigned/met informally with governor who will act as mentor (were possible)	Chair	
Have you received/done?		
DfE "Governors Handbook" (digital copy)	Clerk	
Last Head teachers report	Clerk	
Registered an account on The Key (ask clerk for details/see handbook)	New Governor	
Set up with school governor email account	Network & ICT Manager	
The School Development Plan & SEF	Clerk	
Minutes of the last full Governing Body meeting (school website/clerk)	Clerk	
Welcome letter from Luton Governor Services	Clerk/Council	
Dates for future governors' meetings	Clerk	
Details of how to contact the other governors	Clerk	
Details of how to contact the school	New Governor	
Recent School newsletters (school website)	New Governor	

Reviewed details of Ofsted Data Dashboard (http://dashboard.ofsted.gov.uk/) or available from school website	New Governor	
Complete the governor skills audit so that training needs can be identified	New Governor	
Governor Induction training	Chair	
Governor Safeguarding training	Safeguarding Manager	
Has Chair of Governors or Headteacher covered?		
Background to the school	Headteacher	
Current issues facing the school	Headteacher	
Visiting the school	Headteacher	
Child Protection arrangements (including who is the school's designated Child Protection Officer/Deputies) and the governor's role	Headteacher	
Overview of the governor's role	New Governor/ Mentor	
Relationship between the Headteacher and Governing Body (see handbook)	New Governor/ Mentor	
Have you had the opportunity to review your first GB meeting with the mentor?	New Governor/ Mentor	

Full name of governor	
Signed	
Date	

Please retain original signed copy for your own records and forward copy to Clerk