



Winterton Junior School Governor Induction Policy

Aims and Objectives

At Winterton Junior School, the Governing Board and head teacher 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.

It is our aim to make new governors feel welcome to their governing board and become part of the team as quickly as possible.

Induction Programme

A comprehensive induction programme is provided for all new governors, which includes the following:

1. An initial informal meeting will be arranged by the Link Governor to introduce the new governor to their assigned mentor, who will be an experienced governor, and to arrange a programme of induction tailored to their needs.

At this initial meeting the new governor will:

- receive their own copy of the governor's induction booklet, the contents of which will be discussed with their mentor.
- receive an explanation about the roles and responsibilities of governors including the Code of Conduct.
- receive an explanation about how the Governing Board and its committees work and be encouraged to give consideration to the committees they would like to choose to join.
- receive background information regarding Winterton Junior 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, how meetings are conducted, agendas and how to propose agenda items.
- be provided with information regarding training for governors.
- 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 head teacher, staff and children.

2. At a pre arranged time the new governor will then meet with the Head Teacher 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.
 - Issue them with a copy of any relevant policy documents.
 - Provide details regarding the relationship between the Head Teacher and the Governing Board.
 - Provide details of the Governing Board committees including their terms of reference.
 - Provide dates for future governors' meetings including committees.
 - Provide details of how to contact other governors.
 - Provide details of how to contact the school including e-mail address.
 - Provide a calendar of school events and recent newsletters.
 - Explain how governors are linked to school priority areas and the expectations regarding monitoring visits to school.
3. 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 Board, including the clerk, will be introduced to the new governor.
 - The new governor will be linked to specific priority areas and sub-committees should this be appropriate.
4. 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.
 - Explain any jargon and acronyms used within the meeting that the new governor may not have understood.
 - Outline any working practices of Winterton Junior School Governing Board including ground rules. This may include explaining how to handle a complaint from a parent or reinforcing the need for confidentiality for example.
5. Induction and mentor support will continue for as long as it is required by the new governor.

This policy will be reviewed and publicly commented upon on and revised every year unless legislation dictates otherwise.

Appendix A: Governor Induction Booklet and Timetable

Governor Induction Policy revised by: Cathy Logan/Cheryl Baxter Autumn 2016

Governor Induction Policy revision agreed by staff: Autumn 2016

Governor Induction Policy revision agreed by governors: Autumn 2016

Governor Induction Policy Review Date: Autumn 2017