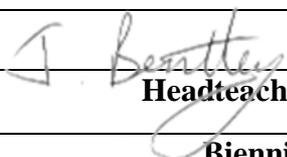


NORTHFIELD SCHOOL GOVERNORS INDUCTION POLICY

Date adopted	June 2017
Signed by Chair of Governors	
Member of staff responsible for monitoring	Headteacher
Review frequency	Biennial

Date	Changes made	Agreed by	Authorised for use by	Date of review

The Governing Body and Headteacher of Northfield School believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

PURPOSE

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the college to experience its atmosphere and understand its ethos
- To meet the Headteacher, staff and students
- To explain the partnership between the Headteacher, School and Governing Body
- To explain the role and responsibilities of governors
- To give background material on the school and current issues
- To allow new governors to ask questions about their role and/or the college
- To explain how the Governing Body and its committees work
- To allow new governors to join the most appropriate committee(s)

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit the school
- Have the opportunity to tour the college and meet staff and students
- Receive an informal briefing on the college from the Headteacher
- Have the opportunity to meet informally with the Chair or an existing governor
- Have the opportunity to review their first meeting with the Chair

New governors will receive a Welcome Pack consisting of:

- Details of the Local Authority's governor training programme
- Details of the Governing Body responsibilities including their terms of reference
- Dates for future governors' meetings including committees
- Copy of the last two full governor meetings minutes
- A plan of the School
- Details of how to contact the other governors
- School Staff list including subject areas and contact details
- A calendar of School events
- Recent School newsletters
- The latest School Development Plan and Vision
- Latest Approved budget and budget monitoring report
- The latest OFSTED report and action plan
- Access to all School policies via the School website
- Access to School Profile and SEF
- Whistle Blowing policy

Areas that the Headteacher brief will cover include:

- Background to the School
- Current issues facing the School
- Visiting the School

Areas that the Chair brief will cover include:

- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- Governors responsibilities regarding pecuniary interests
- How to propose agenda items
- Governor Training

New Governors will be asked to complete and sign the governor checklist. (annex a) A copy will be kept in the Clerk's file and the original retained by the Governor

NEW GOVERNOR CHECKLIST (annex a)

- Welcomed to the Governing Body by the Chair (.....)
- Invited by the Headteacher to visit the School (.....)
- Toured the school and met staff and children (.....)
- Received a briefing on the school from the Head (.....)
- Met informally with the Chair (.....)
- Received Welcome Pack (.....)
- Reviewed first meeting with the Chair (if required) (.....)

Have you received:

- School prospectus (.....)
- Local Authority's Governor Training and Development programme (.....)
- Details of the Governing Body committees (including their terms of reference) (.....)
- Dates for future governors' meetings including committees (.....)
- Details of how to contact the other governors (.....)
- Details of how to contact the School /staff (including the e-mail addresses) (.....)
- Calendar of School events (.....)
- School newsletters (.....)
- School Strategic Development Plan (.....)
- Latest Ofsted report and action plan (.....)
- Copy of last two Full meeting minutes (.....)
- Full set of last round of Committee minutes (.....)
- School Plan (.....)
- OFSTED report and action plan (.....)

Name:

Signed:

Date:

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