

Governor Induction Policy

2020-2022

This policy is reviewed every two years and was agreed by the Governing Body of Chellaston Junior School in Autumn 2020 **and will be reviewed again in Autumn 2022**

Signed: _____ Chair of Governors

Date: _____

Non-Statutory Policy

Aims and Vision

Chellaston Junior School



“Together we are **stepping to success**. Together we are **working to achieve our best**.”



Our aim In striving to become an outstanding school, at CJS we will help ALL pupils to be:

- **Successful Learners** who enjoy learning, make excellent progress and achieve very high standards across the curriculum
- **Confident Individuals** who are able to lead happy, safe, healthy and fulfilling lives
- **Responsible Citizens** who make a positive contribution to British and the global society



A. Statement of Principle

The Governing Body and Head teacher of Chellaston Junior 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 all 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.


B. Aims

1. To welcome new governors to the Governing Body and enable them to meet other members.
2. To facilitate a quick engagement with the working of the Governing Body.
3. To encourage shared responsibility and an equitable contribution to the workload of the Governing Body.
4. To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
5. To meet the Head teacher, staff and pupils.
6. To explain the partnership between the Head teacher, school community and Governing Body.
7. To explain the role and responsibilities of governors.
8. To give background material on the school and current issues.
9. To allow new governors to ask questions about their role and/or the school.
10. To explain how the Governing Body works.

C. Requirements & Procedures

1. New governors will, as soon as is practicable:
 - 1.1. Be welcomed to the Governing Body by the Chair;
 - 1.2. Be invited by the Head teacher to visit the school;
 - 1.3. Have the opportunity to tour the school and meet staff and pupils;
 - 1.4. Receive an informal briefing on the school from the Head teacher and/or Chair;
 - 1.5. Be asked to complete a 'Declaration of business interest';

- 1.6. Have the opportunity to meet informally with an existing governor who will then act as their mentor (if possible)
 - 1.7. Be accompanied (if possible) by their mentor to their first full Governing Body meeting;
 - 1.8. Have the opportunity to review their first meeting with the mentor;
2. New governors will receive, within two weeks of appointment, all items listed on the checklist on the final page of this policy
3. New governors are expected to read:
 - 3.1. The latest Ofsted report (see school website)
 - 3.2. Governors' Code of Conduct
 - 3.3. Keeping Children Safe in Education Part 1
 - 3.4. The school's Safeguarding Policy
 - 3.5. Most recent Head teacher report
 - 3.6. Last FGB Minutes
4. Areas of discussion, which the Chair of Governors or mentor will cover with the new governor, should include:
 - 4.1. Background to the school;
 - 4.2. Current issues facing the school;
 - 4.3. Visiting the school;
 - 4.4. Child Protection and Safeguarding arrangements at the school and the governor's role in safeguarding these;
 - 4.5. The relationship between the Head teacher and Governing Body;
 - 4.6. An overview of the governor's role, including confidentiality;
 - 4.7. How the full Governing Body are conducted;
 - 4.8. Importance of giving apologies if unable to attend meetings;
 - 4.9. How to propose agenda items;
 - 4.10. Governor training.

Chellaston Junior School Induction Procedure for 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 Head teacher to visit the school	Head teacher	
Toured the school(s) and met staff and students	Head teacher	
Received an informal briefing on the school	Head teacher	
Assigned/met informally with governor who will act as mentor (where possible)	Chair	
Have you received?		
Introduction to Governorhub	Clerk	
Introduction to the school website at www.cjs.derby.sch.uk	Head	
DfE "Governors Handbook" (digital copy) – See Governorhub	Clerk	
Terms of Reference for the Governing Body	Clerk	
Governors' Code of Conduct	Clerk	
Keeping Children Safe in Education (Part 1) up to date for the current September of the school year	Head	
Safeguarding Policy	Head	
Most recent Head teacher's report	Clerk	
The School Strategic Plan, Pupil Premium Report & SEF	Head	
Minutes of the last full Governing Body meeting (school website/clerk)	New Governor	
Dates for future governors' meetings (Programme of Work)	Clerk	
Details of how to contact the other governors	Clerk	
Details of how to contact the school	Head / New Governor	
Recent School newsletters (school website)	New Governor	
Compared School Performance https://www.compare-school-performance.service.gov.uk/school/112977/chellaston-junior-school/primary (for data up to July 2019) https://www.compare-school-performance.service.gov.uk/school/146500/chellaston-junior-school/primary (for data from 2021 onwards)	New Governor	
Has Chair of Governors or Head teacher covered?		
Background to the school	Head/Chair	
Current issues facing the school	Head/Chair	
Visiting the school during the school year	Head/Chair	
Child Protection arrangements (including who is the school's designated Safeguarding Lead and deputies) and the governor's role in safeguarding	Head teacher	
Relationship between the Head teacher and Governing Body	New Governor	
Have you had the opportunity to review your first FGB 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 the Head teacher