



## **Barningham CEVC Primary School Governor Induction Policy**

*As governors, we undertake to welcome new governors warmly to their role. The induction process will be co-ordinated by our link governor for training. Its aim is to make new governors' introduction to governorship as smooth and enjoyable as possible.*

### **1. A visit to the school**

This will include an opportunity for new governors to meet the Head and some of the staff and pupils. Governors will be made familiar with the security arrangements the school has in place for all visitors, including governors. As well as a tour of the premises and visits to classrooms, opportunities will be found for governors to become involved in the life of the school by, for example, seeing an assembly, lunching with the pupils or chatting to pupils in the playground at break time.

The purpose of the visit is to enable new governors to appreciate the ethos and 'feel' of the school in action.

### **2. An Information Pack**

The pack will contain:

- Information from the LA;
- Contact details of governors and a list of staff;
- A 'pecuniary interest' form;
- A glossary of terms and acronyms;
- Details of how to access the school's website and of the information that can be found on it.

Although they may be accessed elsewhere, it is felt important to give new governors hard copies of the following key documents:

- The school's current priorities for improvement and areas for development;
- The most recent head teacher's report to governors;
- Details of the governing body's committees, membership and terms of reference;
- A list of school policies and where they are available;
- The policy on governors' visits to the school.

### **3. A Mentor**

New governors will be offered an experienced colleague as a mentor. The mentor will be able to answer basic questions about the school and the workings of the governing body. In order to see the full cycle of governors' meetings through, the mentor's role will usually continue for a year, though this is flexible may vary.

### **4. The Code of Practice**

Part of the mentor's role is to introduce their new governor to our governing body's *Code of Practice*. In doing so, the following 5 'C's will be given special emphasis:

- **C**onfidentiality;
- **C**ollective responsibility for decisions;
- **C**ommitment expected with regard to attendance, serving on committees, participating in school visits and undertaking training;
- **C**omplaints – what to do if a parent approaches you with a concern;
- **C**hallenge – interpreted as '*being prepared to ask questions in meetings*'.

### **5. Training**

Several times each year the Local Authority runs a course for new governors entitled *How Do I Start?* The link governor for training will bring this course to the attention of new governors and encourage them to attend it, either before starting, or within their first year as a governor.

Stephany Hunter

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