

Induction of New Governors Policy

Date	Review Date	Coordinator	Nominated Governor
October 9 th 2019	October 9 th 2020	Sean Flood	Derek Vitali

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Local Government Act 2000
- Parent Governor Representatives (England) Regulations 2001
- Education Act 2002
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Federations) (England) Regulations 2007
- School Governance (Parent Council) (England) Regulations 2007
- School Governance (Procedures) (England) (Amendment) Regulations 2007
- Equality Act 2010
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)
- Welcome to Governance: A Guide for Newly Appointed Governors (National Governors' Association)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe we have a responsibility to ensure all new governors who have not acted as governors before should receive training on all aspects of being a school governor. This training can be provided by the school, the local authority, the National Governors Association and Information for School and College Governors.

We want all our governors to provide effective governance by being confident in their role. We feel that this can only be achieved if we provide an effective and supportive training programme which covers a broad range of issues and topics. All training costs will be funded by the school budget.

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For all new governors we have in place an effective mentoring programme led by an experienced governor.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide an effective induction programme for new governors in order for them to fulfil their role with confidence.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- organised, with the Headteacher, an induction programme and a programme of planned governor visits to the school;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- nominated a mentor governor to:

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- ☐ act as mentor to all new governors;
 - ☐ visit the school regularly;
 - ☐ work closely with the Headteacher and the coordinator;
 - ☐ ensure this policy and other linked policies are up to date;
 - ☐ ensure that everyone connected with the school is aware of this policy;
 - ☐ attend training related to this policy;
 - ☐ report to the Governing Body every term;
 - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for ensuring funding is in place to support this policy;
 - responsibility for ensuring this policy and all policies are maintained and updated regularly;
 - responsibility for ensuring all policies are made available to parents;
 - responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will in collaboration with the nominated governor provide an induction programme consisting of:

▪ Meetings:

- ☐ Chair of Governors
 - Vision and mission statement
 - The role of Governors in the school
 - Governors' code of conduct
 - Expectations of governors
 - What is meant by Governance
 - The nominated mentor governor
 - Committee structure
 - Skills audit
 - Induction training
 - Governor visits
 - Governor declaration of eligibility form
 - Declaration of business interests
 - DBS / List 99 check
 - Ethnicity monitoring form
 - List of educational acronyms
- ☐ Headteacher
 - Tour of the school and meet the staff and pupils
 - Background of the school
 - Staffing structure
 - List of all school personnel and their roles and responsibilities
 - Current issues facing the school
 - School information:
 - No. of pupils on roll
 - Ratio of boys: girls
 - No. of FSM

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- No. of EAL pupils
- Breakdown of pupil ethnicity
- No. of SEN pupils
- No. of statemented pupils
- No. of looked after children
- No. of pupils excluded in the last academic year

☐ Nominated Mentor Governor

- Role of the mentor governor
- Governing body meetings
- Governor sub-committees

☐ Governing Body

- Introduction to all the governors
- Roles and responsibilities
- Skills audit

▪ **Induction Training:**

- ☐ The Role of the School Governor
- ☐ Governor meetings
- ☐ Committees
- ☐ The various roles of school governors
- ☐ School self-evaluation
- ☐ School improvement plan
- ☐ Analysing school performance data
- ☐ Performance management
- ☐ Safeguarding and child protection
- ☐ School inspection

▪ **Induction Pack**

- ☐ The role of Governors and what is meant by Governance
- ☐ Instrument of Governance
- ☐ List of all governors and their contact details
- ☐ Terms of reference for the governing body
- ☐ The membership of the sub committees
- ☐ Terms of reference for each committee
- ☐ Minutes of the last governors meeting
- ☐ Dates of meetings
- ☐ Financial standards and financial regulations
- ☐ School Improvement Plan
- ☐ School Action Plan
- ☐ Self-evaluation Report
- ☐ The Ofsted/Estyn summary report
- ☐ The school prospectus
- ☐ The Guide to the Law for School Governors
- ☐ The school's Guidelines for Governors
- ☐ A budget statement

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- ☐ A list of all staff plus their specific areas of responsibility
- ☐ Teaching and Learning Responsibility Allowances
- ☐ A list of all school policies listing those that are a legal requirement
- ☐ Governors in School policy
- ☐ Governors Allowances policy
- ☐ Teaching and Learning policy
- ☐ Information about pupils achievement and attainment
- ☐ A calendar of school events
- ☐ Recent school newsletters
- ☐ Information about the Local Authority's Governor Development Service

Training

We ensure all school governors have equal chances of training.

Periodic training will be organised for all school governors so that they are kept up to date with new information and guide lines concerning equal opportunities.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
 - School website;
 - Staff Handbook;
 - Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
 - School events;
 - Meetings with school personnel;
 - Written communications with home such as weekly newsletters and of end of half term newsletters;
 - Annual report to parents;
 - Headteacher reports to the Governing Body;
 - Information displays in the main school entrance;
 - Text messages
 - Email
 - Social media:
- ☐ School blog / newsletter

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Governance
- Governors' Allowances
- Governors in School
- Instrument of Government
- Register of Business Interests
- School Governors

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Sean Flood	Date:	9 th October 2019
Chair of Governing Body:	Derek Vitali	Date:	9 th October 2019