



# Kirk Langley CE Primary School Governors Induction Policy and Pack

This Induction Pack has been produced for all new governors at Kirk Langley  
C.E. Primary School

We are committed to ensuring new governors are given the necessary support  
to fulfil their role with confidence and hope this pack provides useful  
information.

Version/ Issue	Date	Author	Reason for Change/Detail
1.0	05.02.15	D.Brown	Approved by governors
	20.09.2018	J Stevenson	Approved by governors
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	Autumn 2020	J Stevenson	Approved by Governors
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The Governing Body and Head teacher of Kirk Langley C.E. Primary 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 school to experience its atmosphere and understand its ethos
- To meet the Head teacher, staff and children
- To explain the partnership between the Head teacher, 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 school
- To explain how the Governing Body and its committees work
- To allow new governors to join the committee(s) of their choice after observing
- Understand the importance of confidentiality and consequences of a break in confidentiality
- Identify training needs for each individual governor

### **New Governors will:**

- Be welcomed to the Governing Body by the Chair at the first full governing body meeting after they take up post
- Be invited by the Head teacher to visit the school to experience its atmosphere and understand the ethos
- Be given background material on the school and current issues
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head teacher and/or Chair
- Be encouraged to access training, including induction training for governors



**New Governors will be given access to the following documents:**

- Be set up with login details for school website and shown how to access governor information/policies/agenda, minutes and key data.
- The DfE "Guide to the Law for Governors"
- The School Improvement and Development Plan
- The School Prospectus
- Latest Ofsted Report and Action Plan
- Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committee meetings
- The Local Authority Governor Services' Welcome Pack and governor training programme
- List of staff, responsibility areas and job titles
- List of governors names and responsibility areas
- Details of how to contact the other governors
- Details of how to contact the school including the e-mail address
- Recent School Newsletters
- Agenda for the next Full Governing Body meeting and copy of the minutes of the last Governing Body meetings (not confidential minutes)
- Complete declaration of Eligibility Form

**The Head Teacher will cover the following in her briefing to new governors:**

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Head teacher and Governing Body
- Completion of Governor Risk Assessment Form

**Areas that the Head Teacher/Clerk to Governors will cover include:**

- An overview of the governor's role (including a mention of confidentiality and acronyms!)



- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Governor training

**Areas that the Training Link Governor will cover include:**

- Governor Training Courses
- Governor Skills Audit
- Link Governor Role



## Governor Induction

The induction process will be co-ordinated by the Chair of Governors, along with named persons (e.g. Head teacher, Clerk). Everyone involved must follow the agreed programme in order to avoid duplication of tasks and to ensure a comprehensive and supportive induction.

Task	Person responsible	When
First contact: welcome new governor and give an outline of the role and responsibilities of the governing body, expected level of commitment to school and current issues facing the school	CoG / HT	After election
Arrange a visit to school to talk to HT, tour the school with School Council and meet the staff and children	CoG / HT	Before first FGB Meeting
Add new governor's name to governor and school e-mail lists	Clerk / HT	
Complete Skills Audit, give advice on support / training available and arrange a place on Governors Induction Course	Training Link Governor	After first FGB Meeting
At first full Governing Body Meeting introduce all Governors, explain acronyms and jargon, explain context of each major agenda item	CoG /	At first FGB
After first full Governing Body Meeting head teacher or clerk to governors to follow up contact to provide further opportunity for questions / clarification of issues. Talk to new governor about roles within the governing body, committee structure, scope of works and agreed communications protocol. Discuss new governors interests and skills to match governor to relevant committee and arrange first committee meeting observer visit	CoG / head teacher	FGB + 2 Weeks
Arrange feedback from new governor, so that induction procedure can be update and refined	Clerk	

The head teacher and clerk to governors is available to help and support the new governor, before, during and after their first meeting as appropriate.



## SCHOOL GOVERNOR INDUCTION PACK LIST

### Updated 2024

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***The following is a comprehensive list of what a new school governor may need as reference. However, signposting to where these documents can be easily found, rather than downloading, is recommended.***

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1. The Governing Body:
  - 1.1 Governor contact information
  - 1.2 Governor Committee structure and Terms of Reference
2. Roles and Responsibilities of the Governing Body, Head Teacher & Bursar and any other key members of staff.
3. A list of policies and the review cycle
4. The procedure for completing Register of Business Interest Form
5. Instrument of Government
6. Calendar of meetings
7. School prospectus
8. School map
9. Leadership Team structure



10. The Code of Conduct for Governing Boards <https://www.nga.org.uk/KnowledgeCentre/Good-governance/Ethical-governance/Model-Code-of-Conduct.aspx>
11. The Confidential Reporting Code
12. Keeping Children Safe in Education (KCSIE) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
13. Data protection and cyber security [Data protection in schools - Responsibilities - Guidance - GOV.UK](https://www.gov.uk/guidance/data-protection-in-schools-responsibilities) ([www.gov.uk](https://www.gov.uk))
14. Teaching Staff Structure/Establishment
15. Support Staff Structure/Establishment
16. School Budget:
  - 16.1 Financial Regulations and Procedures
  - 16.2 Derbyshire Scheme for Financing Schools
  - 16.3 Copy of most recent audit report
17. School Improvement Plan
18. Latest Ofsted Report
19. Useful School Abbreviations
20. Induction process:

All newly appointed Governors should be inducted as follows:

- Clerk to Governors to issue induction pack along with all relevant documentation for completion including Declaration of Eligibility form, Business Interest form and request for information to enable a DBS check to be undertaken.
- Clerk to governors to advise new governor of available governor training courses relevant to the committee assigned to.
- As a minimum, the following in-house basic induction should take place:



- Meeting with the Chair of governors prior to the first full governors meeting, following appointment.
- Meeting with the Chair committee prior to first committee meeting.
- Meeting with the relevant school leadership team member(s) within first month of appointment
- Clerk to governors to advise new governor of relevant governor training courses

Clerk to Governors to contact new governors approximately 6 months after appointment to ascertain whether further training is required.