

Marshland High School



Governor Induction Policy

Approved – February 2017

‘Success Through Learning’

Marshland High School Specialist Science College



20141020

It is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There should be a commitment to ensure that 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. In-house child protection and induction training are compulsory requirements of being a Governor at Marshland High School

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 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 school
- To explain how the governing body and its committees work
- To allow new governors to join the committee(s) of their choice

New governors will:	Date
Be welcomed to the governing body by the Chair	
Be invited by the Headteacher to visit the school	
Have the opportunity to tour the school and meet staff and students	
Receive an informal briefing on the school from the Headteacher	
Have the opportunity to meet informally with an existing governor who will then act as their mentor	
Be accompanied by their mentor to their first full Governing Body meeting (if required)	
Have the opportunity to review their first meeting with the mentor	
Be invited to attend an assembly	
New governors will receive:	
The school prospectus	
Copy of the school's Instrument of Government	
Map of the school	
Norfolk Governor Services Support & Development Programme	
Details of the governing body committees including their terms of reference	
Dated for future governors' meetings including committees	
Details of how to contact the other governors	
Details of how to contact the school including the e-mail address	
A calendar of school events	
Recent school newsletters	
Latest 'Governor' magazines	

Minutes of the last 2 full governing body meetings	
Staff list	
School organisation (class structure etc.)	
Governors will be referred to the online 'Guide to the Law for Governors'	
Areas that the Headteacher will cover include:	
Background to the school	
Current issues facing the school	
Visiting the school	
The relationship between the Head Teacher and governing body	
Areas that the mentor will cover include:	
An overview of the governor's role	
How the full governing body and committee meetings are conducted	
Planning their first governing body meeting	
<ul style="list-style-type: none"> • Spend some time to go through the agenda with them • Ensure that other governors are aware of their new colleague • Arrange for the Chair to personally welcome them • Wearing ID badges on site • Ensure new governor sits next to a more experienced governor • Explain how proposed Agenda Items work 	
Governor training – arrange with the Link Governor to book the new governor onto an Introductory course run by Norfolk Governor Services.	
Areas that the Clerk will cover include:	
Notify Norfolk Governor Services of the new governor's details	
Provision of the documentation for the new governor	
Assisting the Chair and Headteacher as necessary	
New governors are also recommended to read:	
The School Improvement Plan	
The latest Ofsted report and action plan	
Policy documents relevant to committee membership	

Note: This policy is designed to be used as a check list by new Governors