



INDUCTION POLICY FOR NEW GOVERNORS

The Governing Body and Head Teacher of Christ the King Catholic Voluntary Academy 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.

As a Governor, you share in the strategic responsibility of promoting high educational standards and ensuring that your school is conducted as a Catholic school in accordance with the Trust Deed of the Diocese of Nottingham, the school's Instrument of Government [*or for an academy*] the Scheme of Declaration and Memorandum of Understanding].

Purpose of induction

- 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 it's atmosphere and understand its ethos
- To meet the Head Teacher, staff and pupils
- To explain the partnership between the Head Teacher, school and Governing body
- To explain the role and responsibilities of governors
- To explain how the Governing Body and its committees work
- To enable new governors to join the committee(s) of their choice
- To give background material on the school and current issues
- To enable new governors to ask questions about their role and/or the school

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head Teacher
- Be accompanied by their mentor to their first full Governing Body meeting
- Have the opportunity to review their first meeting the mentor



New governors will receive

- The new governor induction Pack
- The instrument of government [*or for an academy the Scheme of Delegation and Memorandum of Understanding*] which sets out the composition of the governing body
- A DBS application form [or on line registration details]
- A declaration of eligibility form [*note Foundation Governors will have received from through their appointment by The Bishop*]
- A membership list for the governing body
- The code of conduct for the governing body [*for signature*]
- The committee structure, terms of reference and membership for the governing body
- The latest version of the Governor's Handbook
- The school prospectus
- The school Mission Statement
- All relevant CES statements including
 - the statement on Governance of a Catholic school 'A clarification of roles and responsibilities'
 - the CES Memorandum on Appointment of Teachers in Catholic schools
- The school improvement plan (SIP)
- The school's latest Ofsted report
- The school's latest Diocesan Canonical Inspection Report
- A full list of staff and the staffing structure
- School strategic objectives and targets
- A full set of papers from the last full governing body and committee meetings
- Recent school newsletters
- A calendar of school events
- Details of how to contact the other governors
- Details of how to contact the school including the email address
- Details of secure logon to school website [if relevant]
- Details of Governor Support and training available

Areas the Head Teacher will cover in their briefing will include:

- Background to the school
- Current issues facing the school
- Relationship between the Head Teacher and Governing Body
- Relationship between the school, [the Academy Trust], and NRCDES
- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Visiting the school



Copies of school policies will be made available either from the Head Teacher or from the school secure site or website

New Governor Checklist

- Welcomed to the governing body by the Chair
- Invited by the Head Teacher to visit the school
- Toured the school and met staff and pupils
- Received an informal briefing from the Head Teacher
- Met informally with an existing governor who will act as mentor
- Reviewed first governing body meeting with mentor

Have you received the following?

- The new governor induction pack
- The instrument of government [*or scheme of Delegation and Memorandum of Understanding*] which notes the composition of the governing body
- A membership list for the governing body
- The code of conduct for the governing body
- The committee structure, terms of reference and membership for the governing body

Have you received from the school?

- The governors Handbook
- The school profile
- The school prospectus
- Recent school newsletters
- A calendar of school events
- The school improvement plan (SIP)
- The school's latest Ofsted report
- The school's latest Diocesan Canonical Inspection report
- CES statement on Governance of a Catholic school 'A clarification of roles and responsibilities'
- CES Memorandum on Appointment of Teachers in Catholic schools
- A full list of staff and the staffing structure
- A copy of the school targets
- A copy of the latest Annual Performance Review (APR) from the Local Authority
- Secure site log on details
- A skills audit template
- Details of training opportunities



Has the Head Teacher covered?

- Background to the school
- Current issues facing the school
- Overview of the governor role
- Relationship between the Head Teacher and the Governing Body
- Relationship between the school and [Academy Trust] NRCDES
- Your skills and any specific role you may have on a Committee or as a linked governor
- Visiting the school

As a new governor I have:

- Booked onto the Induction Training Programme provided by the school
- Booked onto the NRCDES New Governor Training and any other relevant training
- Submitted a DBS application, governor details form and eligibility form to The Clerk

Name..... **Signed**.....

Date.....

Please retain original copy for your own records and forward a copy to the Clerk.