



St. Mary's CE Infant School

New Governor Induction Policy

The Governing Body and Headteacher of St. Mary's C.E. Infant 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 new Governors are given the necessary information and support to enable them 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 and experience its atmosphere and understand its ethos
- To meet the Headteacher, staff and pupils
- To explain the partnership between the Headteacher, School and Governing Body
- To explain the role of the Oxford Diocesan Schools Trust (ODST)
- 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 most appropriate committee(s)

New Governors will:

- receive a letter of welcome from the clerk to the Governors;
- 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 pupils;
- receive an informal briefing on the School from the Headteacher;
- have the opportunity to meet informally with the Chair or another Governor;
- attend induction training within their first term in post;
- have the opportunity to review their first meeting with the Chair.

New Governors will receive a Welcome Pack consisting of:

- details of the Governing Body committees including their Terms of Reference;
- dates for future Governors' meetings;
- a copy of the last Full Governing Body (FGB) meetings minutes and the last round of committee meetings minutes;
- details of how to contact other Governors;

- details of how to contact the School including the e-mail address;
- the latest School Newsletter;
- an up to date copy of the Raising Achievement Plan;
- the latest approved budget;
- a copy of the Governor's Code of Conduct;
- details of appropriate training;
- a list of acronyms;
- how to access Governor Hub.

In addition, the School Prospectus, the latest OFSTED and SIAMS Reports and many policies are available to view on the School's website.

Areas that the Headteacher brief will cover include:

- Background to the School
- Current issues facing the School
- Visiting the School
- The relationship between the Headteacher and the Governing Body

Areas that the Chair's brief will cover include:

- An overview of the Governor's role
- How the full Governing Body and committee meetings are conducted
- Governor's responsibilities regarding pecuniary interests
- How to propose agenda items
- Governor training and support

New Governors will be appointed a Governor buddy who will support them particularly during their first term in the role.