



## GOVERNORS INDUCTION POLICY

The Governing Body and Principal 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 College to experience its atmosphere and understand its ethos.
- To meet the Principal, staff and pupils.
- To explain the partnership between the Principal, College and Governing Body.
- To explain the role and responsibilities of governors
- To give background material on the College and current issues
- To allow new governors to ask questions about their role and/or the College
- To explain how the Governing Body and its committees work
- To allow new governors to join the committees of their choice

### **New Governors will:**

- Be welcomed to the Governing Body by the Chair
- Be invited by the Principal to visit the College
- Have the opportunity to tour the College and meet staff and pupils
- Receive an informal briefing on the College from the Principal
- Have the opportunity to meet informally with an existing governor who will then act as their mentor (if required).
- Be accompanied by their mentor to their first full Governing Body meeting (if required)

- Have the opportunity to review their first meeting with their mentor
- Be invited to attend an assembly
- Have attended induction training

**New Governors will receive:**

- Cambridgeshire Governor Services Welcome Pack
- Cambridgeshire Governor Services Support and Development Programme
- The Department for Children Schools and Families “Guide to the Law for Governors”
- The College’s Welcome Pack - including
  - Calendar of College events
  - Cambridgeshire’s Scheme for Financing Schools
  - Child Protection Policy – Designated Person – Miss Hilary Roberts
  - Code of Conduct for Teachers and Other Staff
  - College Improvement Plan
  - College Prospectus
  - Complaints Policy
  - Curriculum Policy
  - Dates for future governors meetings including committees
  - Details of how to contact other governors
  - Details of how to contact the College including the email address (see prospectus)
  - Details of the Governing Body committees including their Terms of Reference
  - Educational Visits Policy
  - Financial Regulations for Schools (Cambridgeshire County Council)
  - Freedom of Information Act Policy
  - Governors Allowances Policy
  - Governors – Matrix of financial management competencies
  - Governors Standing Orders

- Governors Visits Policy
- Health and Safety Policy
- Instrument of Governance
- Internal Financial Controls Procedures
- Minutes of the last three full governing body minutes
- Ofsted report and Action Plan (latest)
- Physical Intervention with Pupils Policy
- Recent College newsletters
- Register of Pecuniary Interest Form
- School Profile
- Staff List (see Prospectus)
- A list of all College Policies is available on request

**Areas that the Principal will cover include:**

- Background to the College
- Current issues facing the College
- Visiting the College
- The relationship between the Principal and the Governing Body

**Areas that the Chair of Governors 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
  - 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
  - Organise name cards and ensure the new governor sits next to a more experienced person
  - Explain how to propose agenda items

- Governor training – arrange with Link Governor to book the new governor onto an introductory course run by Cambridgeshire Governor Services

**Areas that the Clerk will cover include:**

- Notify Cambridgeshire Governor Services of the new governor's details
- Provision of the documentation for the new governor
- Assisting the Chair and Principal as necessary

## **New Governor Checklist**

(Governor please sign once actioned)

Welcomed to the Governing Body by the Chair (.....)

Invited by the Principal to visit the College (.....)

Toured the College and met staff and pupils (.....)

Received an informal briefing on the College from the Principal (.....)

Met informally with an existing governor (who will act as mentor) (.....)

Reviewed first meeting with the mentor (.....)

Booked onto an induction course (.....)

### **Have you received:**

DCSF "Guide to the Law for Governors" (.....)

College's Welcome Pack (.....)

Cambridgeshire Governor Services Welcome Pack (.....)

### **Has Principal covered:**

Background to the College (.....)

Current issues facing the College (.....)

Visiting the College (.....)

Overview of the Governor's role (.....)

Relationship between the Principal and the Governing Body (.....)

**Name: (Print full name)** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please retain original signed copy for your own records and forward a copy to the Clerk to the Governors**