



## GOVERNOR INDUCTION POLICY

The Governing Body and Headteacher of Checkendon C of E (A) 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 all new governors are given the necessary information, support and training to fulfil their role with confidence. The process is 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 meet the Headteacher, staff and students, experience its atmosphere and understand its ethos
- 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 play an effective role on the Governing Body

### New governors will:

- Use the **Governor Induction Checklist** to guide their progress through their induction
- Be invited to meet informally for a briefing with the Chair
- Be invited by the Headteacher to visit the school and meet staff and students
- Receive an informal briefing on the school from the Headteacher
- Have an existing governor act as a mentor to guide their induction
- Attend an OCC Induction Course for New Governors
- Familiarise themselves with documents relevant to their role as governor
- Make use of the school Website and Governor Hub pages to understand key issues

### Role of the Mentor:

- Support new governor at early meetings to encourage participation
- Encouragement to complete the induction process as soon as practical
- Explain typical progress of Full Governor Body and Committee Meetings
- Support the new governor through the first year of their appointment

Signed:

Headteacher:

Date:

Chair of Governors:

Date:

Next review date: November 2019