

NEW GOVERNORS' INDUCTION CHECKLIST

PPKD: 'Policies, procedures and key documents' held on the computer system

	Item	Location	Date completed or received
	Key documents		
1.	The school's website		
2.	School prospectus (including mission statement)	PPKD	
3.	Most recent Ofsted report and action plan	"	
4.	Current school improvement plan	"	
5.	Self-evaluation form	"	
6.	Staffing structure	"	
7.	Plan of the school (including photos)	Head	
	The governing body		
8.	Instrument of government	Issued by LA	
9.	Members of the governing body	PPKD	
10.	Standing orders for the governing body	"	
11.	Governors' committees and appointments	"	
12.	Terms of reference of committees	"	
13.	Minutes of recent governors' meetings	"	
14.	Headteacher's previous report to the governing body	Head	
15.	Current annual business planner	PPKD	
16.	Dates of future governors' meetings	Chair	
	The school		
17.	List and location of school policies & procedures	Head	
18.	Budget	"	
19.	Scheme of delegation in financial matters	PPKD	
20.	School's financial procedures	"	
21.	Summary of attainment and progress of cohorts and groups (RAISEonline)	Head	
22.	Annual summary report by school improvement partner	"	
23.	Self-evaluation form	PPKD	
24.	Calendar of school events, including holidays	Head	
25.	Recent school newsletters	School sec	
26.	Performance and evaluation policy	PPKD	
27.	Briefing from the headteacher	Oral briefing	
	The role of the governor		
28.	Guide to the Law for School Governors (DfE)	LA	
29.	Personal training log	To be	

This checklist was approved by the governing body on 22.11.11, revised on 2.2.12 and reviewed on 12.7.12. Revised by CB on 9.10.12. Reviewed on 23.10.14, 22.10.15, 19.10.17 and 17.10.18.

		prepared	
30.	Governors' induction courses and training programme ¹	LA	
31.	List of sources of information and support	LA	
32.	Copy of the school's governor induction policy	PPKD	
33.	School's code of practice for governors	"	
34.	Governors' visits policy	"	
35.	Governors' visits monitoring form ²	"	
36.	Governors' allowances policy and claim form	"	

¹ The school secretary keeps governors' training records.

² Governors' visits should be recorded at reception in the separate folder.