

NEW GOVERNOR INDUCTION POLICY



1. At Perran-ar-worthal School, the governing body and headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. We are committed to ensuring that new governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to more effective governance and the retention of governors. We want to make new governors feel welcome to their governing body.

2. New governors will:

- be welcomed to the governing body by the chair
- within the first three weeks of being elected, be invited by the headteacher to visit the school to experience its atmosphere, understand its ethos and have the opportunity to tour the school to meet staff and children
- receive an informal briefing on the school from the headteacher to explain the partnership between the headteacher, school and governing body
- before their first meeting, have the opportunity to meet informally with an existing governor, who will then act as their mentor, to explain how the governing body and its committees work
- be encouraged to attend one meeting of each of the two main committees before a discussion with the chair and head as to which committee(s) they should join
- have the opportunity to review their first governors' meeting with the mentor
- be given background material on the school and current issues
- be encouraged to ask questions about their role and the school
- be encouraged to access training, including induction training for governors as soon as possible after election
- be given quickly, if possible, a clear role, e.g. premises, marketing, etc.

3. New governors will receive and be encouraged to read:

- the school prospectus and information on the school website
- the Ofsted Report and Action Plan (if appropriate in the last 4 years)
- the School Improvement Plan (and Self-Assessment)
- the last headteacher's report to the governing body
- a copy of the staffing structure
- Cornwall Council's induction pack and Governors' handbook

- a list of governors names and responsible areas (committee member, etc.)
- a list of school holidays
- a copy of the minutes of the last two governing body meetings (not the confidential minutes)
- a copy of the school budget
- a copy of the latest school newsletter
- dates of forthcoming governing body meetings and committees.