



PERRAN-AR-WORTHAL COMMUNITY PRIMARY SCHOOL

| POLICY NAME |
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| GOVERNOR INDUCTION POLICY |

| Status | Website publication required |
|---------------|---|
| Good practice | Not statutory, but included on governance pages |

| Type of Policy | Author(s) of Policy (+ date if model) |
|-----------------------|--|
| School | Clerk |

| Review Cycle | Date of Current Policy | Review Date |
|---------------------|-------------------------------|--------------------|
| Biennial | July 2023 | July 2025 |

| Approval level | Name of Committee (if appropriate) |
|-----------------------|---|
| FGB | N/A |

| Date approved/recommended by Committee | Date approved by FGB (if required) |
|---|---|
| N/A | 18 July 2023 |

| Details of Policy updates/amendments | |
|---|----------------|
| Date | Changes |
| | |
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| Related Policies |
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| Instrument of Governance |
| Standing Orders |
| Terms of Reference for FGB and Committees |
| Governor Code of Conduct |
| Governor Visit Policy |
| Governor Expenses Policy |

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1. The Governor Induction Policy is established in accordance with, and should be read alongside, the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#), the [School Governance \(Constitution\) \(England\) Regulations 2012](#). It also pays due regard to the following guidance documents: the Governance Handbook, the Competency Framework for Governance, and Keeping Children Safe in Education (KCSiE). These, and other related School policies and documents, can be found in the [governance area of the School website](#).
2. Perran-ar-worhal Community Primary School believes that all new governors must receive a comprehensive induction package to enable them to fulfil their role effectively and with confidence. It is committed to ensuring that all new governors feel welcome and are given the information and support necessary to provide them with a thorough understanding of the School and its governing board, and their own role, responsibilities and accountabilities as a school governor.
3. The School sees a thorough induction as an investment, leading to more effective governance and the retention of governors.
4. This Policy is adopted by the governing body as a framework for the effective induction of governors.

PRIOR TO APPOINTMENT

5. Individuals interested in becoming a governor at the School will be directed to and encouraged to read the National Governance Association (NGA) Governor Role description to ensure that they are fully aware of the role, responsibilities and accountabilities of a school governor.
6. Interested parties will also be directed to the School website and encouraged to find out more about the School, including its staff team, class structure and curriculum.
7. Prospective governors will be invited to meet the Headteacher, who will take them on an introductory tour of the school to experience its atmosphere, to understand its ethos and values, and to meet staff and pupils. The Headteacher will also provide contextual information, such as specific issues currently facing the school and information about the buildings and grounds, and an opportunity to ask questions.

8. Prospective governors will also be invited to talk to the Chair of Governors, and other members of the governing board as available. The Chair will provide an informal briefing on the relationship between the headteacher, the School and the governing body, discuss any support that the new governor might need to participate fully, and answer any questions.

APPROVAL OF APPOINTMENT

9. A candidate's application to become a governor must be approved by the Full Governing Body.
10. Before taking up their appointment, all new governors must:
 - a) be subject to an enhanced criminal record check using the Disclosure and Barring Service (DBS); and a Section 128 check. Anyone refusing to undertake the checks will be disqualified from membership of the governing body; and
 - b) complete a Governor Appointment Declaration form for submission to the local authority. This must be completed within 21 days of their appointment being approved by the governing body.
11. Newly appointed governors must have received a clear DBS certificate, and been confirmed by the local authority, before they can attend meetings.
12. Every governor will be requested to submit and sign:
 - a) a Criminal Conviction and Childcare Disqualification Declaration;
 - b) a Declaration of Business, Pecuniary and Other Interests; and
 - c) the Code of Conduct Declarationwhen first appointed and each subsequent year of their term by the first meeting of the academic year.
13. New governors will also be asked to complete a form providing their personal details, which also requests consent to their information being shared with relevant organisations.

ON APPOINTMENT

Administration

14. Once the DBS and eligibility checks have been completed, new governors will be provided with a School email and access to the secure area of the website where governance documentation is held.
15. New governors will be asked to provide a pen portrait and a photograph for the School website.

Expenses

16. New governors will be provided with a copy of the Governor's Allowances Policy and accompanying forms.

Mentor

17. New governors will be welcomed by the Chair, who will assign a mentor from amongst the existing governing body. The mentor will help guide the new governor in the first few months of their role.
18. Prior to the new governor's first meeting, the mentor will make contact to welcome them, explain how governance works in the School and offer them a chance to ask questions. The mentor will explain:
 - a) How meetings of the governing board are conducted.
 - b) How to propose agenda items.

- c) The role of each committee of the governing board.
 - d) The actions to take if unable to attend a meeting of the governing board.
 - e) The importance of confidentiality, and the steps that must be taken to ensure it.
19. The mentor will provide an opportunity for the new governor to reflect on their first meeting and to clarify anything that they are unsure of.

Headteacher

20. Prior to the new governor's first meeting, the Headteacher will explain:
- a) Child protection arrangements and the governing board's role in safeguarding and child protection.
 - b) The school's response to children who go missing from education.
 - c) The identity and role of the DSL and any deputies.
21. The Headteacher will also arrange for the new governor to attend a school assembly when mutually convenient.

Clerk

22. Prior to the new governor's first meeting, the Clerk will ensure that the new governor has access to everything they need to complete their induction.
23. New governors will be directed to and encouraged to read some key governance and School documents. These are detailed in the Induction Checklist (Appendix 1) and are all held online on the public or secure areas of the School website.

KNOWLEDGE, SKILLS AND TRAINING

24. All governors are expected to participate in induction training and take responsibility for developing the individual and collective skills and knowledge of the governing body on an ongoing basis.
25. Once new governors have had the opportunity to attend a couple of meetings, they will be provided with further information about training and development. Governors are not expected to do everything at once, but will be signposted to appropriate courses and other resources as appropriate.

Initial Training

26. All governors are required to undertake annual Safeguarding training. The School's Designated Safeguarding Lead (DSL) provides an online training course, which all governors are expected to complete. Further courses are available through the LA, NGA and other providers.
27. The School has purchased the School Effectiveness Cornwall (SEC) service level agreement, which means that there is no charge for its governors on the local authority (LA) governor training courses. A document setting out the LA's Governor Training Offer is available on the Governance pages of the School website.

We recommend that all new governors participate in the following courses within the first 12 months following their appointment:

- GOV1 Induction for New Governors (part one) – An Introduction to Governance
- GOV2 Induction for New Governors (part two) – Knowing Your Schools

These are delivered remotely, usually over two or three 2-hour Zoom sessions.

28. The School has membership of the National Governance Association (NGA) and has also signed up for the NGA Learning Link (LL). All new governors will be added to the NGA membership and registered for access to the LL resources.
29. If governors are unable to attend the LA sessions, they will be directed to the equivalent NGA modules, currently:
 - Governance: Your Role, Your Responsibilities, Your Organisation
 - Your Organisation: Understanding School Structures and What Children Should Learn

Knowledge and Skills updates

30. All governors are asked to undertake a biennial skills audit. Depending on where the governing body is in this cycle, new governors may be asked to complete an audit form shortly after their appointment.
31. The Chair of Governors will use the form to inform the training priorities for individual governor's and the governing board as a whole.
32. All governors may be directed to NGA LL modules (which range from 10 minutes to 2 hours in length) or resources from other providers, depending on their role and the skills they wish to develop.

COMMITTEES AND MONITORING RESPONSIBILITIES

33. Once new governors have had the opportunity to attend a couple of meetings, the Chair of Governors will work with the new governor to identify suitable committee opportunities and/or responsibilities for monitoring specific areas of activity.

POLICY REVIEW

34. The governing body will review this Policy, together with any appendices, every two years.

APPENDIX 1: Induction Checklist

The following table provides a checklist of the actions required to provide a full induction to a new governor, together with an indication of who is responsible for each action and the timescale within which it should be completed.

| ACTION | RESPONSIBILITY | TIMESCALE | COMPLETED |
|---|----------------------------|---|-----------|
| Prospective governor to be directed to and encouraged to read NGA Governor Role description | Chair/HT/Clerk | Prior to appointment | |
| Prospective governors directed to information about the School on its website | HT | Prior to appointment | |
| Prospective governor to meet the Headteacher and tour the School | HT | Prior to appointment | |
| Prospective governor to speak to Chair of Governors | CoG | Prior to appointment | |
| <i>Candidate's application to be approved by FGB</i> | <i>Clerk/FGB</i> | <i>Application to be submitted 10 days prior to FGB meeting</i> | |
| Newly appointed governors to complete: <ul style="list-style-type: none"> • Enhanced criminal record check using the Disclosure and Barring Service (DBS) and Section 128 check. • Governor Appointment Declaration form for submission to the local authority. • Criminal Conviction and Childcare Disqualification Declaration; • Declaration of Business, Pecuniary and Other Interests; • Code of Conduct Declaration • Personal details form | Clerk/School Administrator | Within 21 days of appointment, and prior to first meeting | |
| New governor to be provided with: <ul style="list-style-type: none"> • School email address • Access to secure area of website | Clerk/School | Once DBS checks completed | |
| New governor to provide pen portrait and photo for School website | Clerk | Within 4 weeks of appointment, and prior to first meeting | |

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| New governor to be provided with Governor Allowances Policy and form | Clerk | Within 4 weeks of appointment, and prior to first meeting | |
| Newly appointed governors to be assigned mentor from governing body | Chair | Within 4 weeks of appointment, and prior to first meeting | |
| Mentor to meet with new governor | Mentor | Within 4 weeks of appointment, and prior to first meeting | |
| Headteacher to explain School's safeguarding arrangements | Headteacher | Within 4 weeks of appointment, and prior to first meeting | |
| New governor to read latest version of Keeping Children Safe in Education (KCSiE) | Clerk | Within 4 weeks of appointment, and prior to first meeting | |
| New governor to undertake School Safeguarding training | DSL | Within 4 weeks of appointment, and prior to first meeting | |
| New governors to be signposted to the Governance Pages of the School website, particularly: <ul style="list-style-type: none"> • Governing Body - Who's Who • Governance Calendar • Governance Structure, including Instrument of Governance & Terms of Reference • Governance policies and procedures, including Standing Orders • Governor resources, including Governance Handbook and Competency Framework | Clerk | Within 8 weeks of appointment | |
| New governors will also be signposted to the following: <ul style="list-style-type: none"> • Most recent Ofsted report and action plan • School Self-Assessment Form (SEF) • School Improvement Plan (SIP) | Clerk | Within 8 weeks of appointment | |

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| <ul style="list-style-type: none"> • Latest Headteacher’s Report • School budget & Financial Regulations • Minutes of the previous two meetings of the governing body • Most recent School newsletters • School Policies, particularly the Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour Policy, Complaints Procedure and Whistleblowing Policy | | | |
| New governor to complete skills audit | Clerk | As appropriate | |
| New governors to undertake induction training: <ul style="list-style-type: none"> • Induction for New Governors (part one) – An Introduction to Governance • Induction for New Governors (part two) – Knowing Your Schools or equivalent | Clerk | Within 12 months of appointment | |
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