

# Worlingham CEVC Primary School

## INDUCTION POLICY FOR NEW GOVERNORS

*Like a tree firmly planted by streams of living water we will grow  
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



The role of the Governing Body is central to the success of the school. To ensure that new Governors are fully aware of their role and feel welcome the following procedures have been put in place;

### 1 **School Visit**

The Chair of Governors will contact the new Governor and invite them to visit the school, where they will be taken on a tour of the school to meet the staff, children, Headteacher and Chair of Governors.

### 2 **Induction Pack**

This will include documents from the Local Authority plus the following;

- Contact details of all Governors
- School Brochure
- Map of the School
- Recent Governing Body minutes
- School Development Plan
- Summary of the latest Ofsted Report
- List of Staff and their Responsibilities
- A list of relevant School Policies and where to find them
- Details of the Governing Body's committees, membership and terms of reference
- Governing Body Code of Conduct
- Governing Body Decision Planner
- A list of meeting dates for the current academic year

### 3 **A Mentor**

A member of the Governing body will act as a mentor to support the new Governor and answer any questions or queries they may have.

### 4 **Code of Conduct**

The Chair of Governors will introduce the new Governor to the Governing body's code of conduct. Together they will discuss;

- Non-attendance at meetings and apologies
- Participation in meetings
- Confidentiality
- Collective responsibility
- The commitment expected from Governors
- School's security arrangements
- Safeguarding procedures and requirements

### 5 **Training**

New Governors will be asked to attend one of the Local Authority's 'Introductory Courses for New Governors' within their first year of office.

(V2) May 2019