

New Governor Induction Checklist



It is essential that new governors receive a comprehensive induction package that provides them with the information and support to be able to fulfil their role with confidence. The process should be seen as an investment, leading to more effective governance and retention of governors. Most governing bodies will have an Governor Induction Policy in place which demonstrates how new governors are inducted into their role.

The following good practice checklist may be used by new governors to ensure that they have been provided with such key information and can be used as a prompt to seek further information and support.

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| 1. Welcomed to the Governing Body by the Chair of Governors | <input type="checkbox"/> | 10. Received a copy of the School Prospectus, if applicable | <input type="checkbox"/> |
| 2. Invited by the Head Teacher to visit the school | <input type="checkbox"/> | 13. Received dates of future Governing Body meetings | <input type="checkbox"/> |
| 3. Toured the school and met staff and children | <input type="checkbox"/> | 15. Received Calendar of School Events | <input type="checkbox"/> |
| 4. Received an informal briefing on the school from the Head Teacher | <input type="checkbox"/> | 16. Received recent school newsletters | <input type="checkbox"/> |
| 5. Met informally with an existing governor (who may act as a mentor) | <input type="checkbox"/> | 17. Received a copy of the School Improvement/Development Plan | <input type="checkbox"/> |
| 7. Accessed the DfE 'Governors' Handbook' | <input type="checkbox"/> | 11. Are aware of how to access the LA Governor Training Programme | <input type="checkbox"/> |
| 8. Viewed the School's Website | <input type="checkbox"/> | 18. Accessed the latest Ofsted Report. | <input type="checkbox"/> |
| 9. Viewed the Local Authority Governor Exchange Website | <input type="checkbox"/> | 14. Received a membership list including the names of your fellow governors | <input type="checkbox"/> |
| 6. Returned completed declaration of eligibility and proof of identity forms | <input type="checkbox"/> | 12. Received details of the Governing Body's Committee Terms of Reference | <input type="checkbox"/> |