

# New to Governance Induction



It is essential that new governors and trustees 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 and trustees. Most governing and trust boards will have a Governance Induction Policy in place which demonstrates how new board members are inducted into their role.

The following good practice checklist may be used by new governors/ trustees 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 Board by the Chair of the Board                                                                           | <input type="checkbox"/> | 10. Received a copy of the Setting's Prospectus, (if applicable)                                                 | <input type="checkbox"/> |
| 2. Invited by the Head Teacher/Principal to visit the setting                                                                          | <input type="checkbox"/> | 11. Received dates of future Governing Board meetings                                                            | <input type="checkbox"/> |
| 3. Toured the setting and met staff and children                                                                                       | <input type="checkbox"/> | 12. Received Calendar of School/ setting Events                                                                  | <input type="checkbox"/> |
| 4. Received an informal briefing on the setting from the Head Teacher / Principal                                                      | <input type="checkbox"/> | 13. Received recent school/ setting newsletters                                                                  | <input type="checkbox"/> |
| 5. Met informally with an existing governor or trustee (who may act as a mentor)                                                       | <input type="checkbox"/> | 14. Received a copy of the School Improvement/Development Plan                                                   | <input type="checkbox"/> |
| 6. Accessed the DfE's 'Governance' Handbook' Keeping Children Safe in Education document and/or Academy Trust Handbook (if applicable) | <input type="checkbox"/> | 15. Received a copy of the school Self Evaluation Form                                                           | <input type="checkbox"/> |
| 7. Viewed the Setting's Website                                                                                                        | <input type="checkbox"/> | 16. Are aware of how to access the LA Governance Training Programme                                              | <input type="checkbox"/> |
| 8. Viewed the Local Authority Governance Services Website                                                                              | <input type="checkbox"/> | 17. Accessed the latest Ofsted Report.                                                                           | <input type="checkbox"/> |
| 9. Returned completed declaration of eligibility and proof of identity forms                                                           | <input type="checkbox"/> | 18. Received a membership list including the names of your fellow board members                                  | <input type="checkbox"/> |
|                                                                                                                                        |                          | 19. Received details of the Governing Board's Committee Terms of Reference/ Scheme of Delegation (if applicable) | <input type="checkbox"/> |