[school name]

**Induction Policy for New School**

**Governors/ Trustees**

The Governing Board and Head Teacher/ Principal believe it is essential that all new governors/ trustees receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new governors/ trustees are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of board members.

**Purpose**

* To welcome new governors/ trustees to the Governing Board and enable them to meet other members.
* To encourage new governors/ trustees to visit the setting to experience its atmosphere and understand its ethos.
* To meet the Head Teacher/ Principal, staff and children.
* To explain the partnership between the Head Teacher/ Principal, School/ setting and Governing Board.
* To explain the role and responsibilities of governors/ trustees.
* To give background material on the school/ setting and current issues.
* To allow new governors/ trustees to ask questions about their role and/or the school.
* To explain how the Governing Board and its committees work.
* To discuss which committee(s) the new governor/ trustee will join, drawing upon the skills and experience they bring to the role as well as any specific interests.

**Induction Procedure**

1. When Governorship is confirmed, the Clerk will send an appointment letter and welcome pack with key items of interest.

2. The Clerk will request the new governor/ trustee to complete a declaration of eligibility form and register of interests form. The school must arrange for a DBS check to be undertaken within 21 days of appointment/ election.

3. Head to arrange tour of school/ setting, including meeting staff and children.

4. Head to provide informal briefing on the school/ setting, explaining the way it works, the current issues facing it, the number of children on roll and the trend in pupil numbers, the catchment area from which the children are drawn, an explanation of how classes are organised and how the curriculum is delivered, a list of staff (both teaching and non-teaching), how to conduct visits and the relationship between the Head and the Chair.

5. Head to provide copy of school prospectus, if applicable, (including: term dates, SATs information, attendance, etc) and School Development/ Improvement Plan.

6. Chair provides informal briefing on the role and responsibilities expected from governors/ trustees, including information on committee structures and training courses available to assist them in their role.

7. New governor/ trustee to undertake appropriate safeguarding and child protection (including online) training.

8. Chair arranges informal meeting with existing governor/ trustee who then acts as a mentor.

9. New governor/ trustee accompanied by their mentor to their first full Governing Board meeting, where they are welcomed to the Governing Board by the Chair.

10. Directed to the School website for information about the school, such as details about the pupil premium and the most recent performance results.

11. Directed to Bolton Governance Services website~~,~~ for various information and useful resources on school and academy governance <https://boltongovernanceservices.org.uk/>

12. Directed to the DfE’s ‘Governance’ Handbook’ and the DfE’s ‘Keeping Children Safe in Education’ document available via the Bolton Governance Services website or directly from the DfE website at <http://www.education.gov.uk/>

13. Directed to the ESFA’s ‘Academy Trust Handbook’ available via the Bolton Governance Services website or from the [www.gov.uk](http://www.gov.uk) website.

**New To Governance Welcome Pack**

The New To Governance welcome pack should include or have reference to:

General Items for Governors/ Trustees

* Declaration of Eligibility form (enclosed for completion and return)
* Register of Interests form (enclosed for completion and return)
* List of education acronyms
* LA Governance Training & Development Programme *(available online via the Bolton Governance Services website)*
* Diocesan Governor Training Programme (if applicable)
* DfE Governance Handbook and Keeping Children Safe in Education document (available on-line via the Bolton Governance Services or DfE Websites)
* ESFA Academy Trust Handbook (available online via the Bolton Governance Services website or [www.gov.uk](http://www.gov.uk) website.

Information on Your Governing Board

* Instrument of Government for your school (maintained schools)
* Memorandum and Articles of Association (academies)
* Governing Board Membership List
* Governing Board Code of Conduct (acceptance form enclosed for completion and return)
* Scheme of Delegation (if academy or free school) and Committee Structure with Terms of Reference (available via your Clerk to the Board)
* Governing Board Minutes (available via your Clerk to the Board)
* Governing Board Agenda Papers (to be received via the Clerk to Governors prior to the next meeting).
* Dates of future Meetings and school events

Information on Your School/ Setting

* School Prospectus (available on request via school - if applicable)
* School Improvement/Development Plan (available on request via school/ setting
* School Self-Evaluation Information (available on request via school/ setting)
* Latest Ofsted Report (available via the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk))

Adopted by the Board on \_\_\_\_\_\_\_\_\_\_\_\_\_