



# Christ The King Federation

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St Joseph's Catholic Primary School

Headteacher Miss T. North

St Francis RC Primary School

Acting Headteacher: Mrs C. Peear




## GOVERNOR INDUCTION POLICY

### FEDERATION MISSION STATEMENT

*Christ The King Federation is a community called by God to work collaboratively for the common good; providing an environment that nurtures and inspires pupils to realise their potential, as we journey together.*

*This federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment*

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Chair of Governors Signature:	

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## **Purpose**

- To welcome new governors to the Governing Body and enable them to meet other members.
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To meet the Headteacher, staff and students.
- To explain the partnership between the Headteacher, School and Governing Body.
- To explain the role and responsibilities of governors.
- To give background material on the school and current issues.
- To allow new governors to ask questions about their role and/or the school.
- To explain how the Governing Body and its committees work.
- To allow new governors to join the committee(s) of their choice.

## **New governors will:**

- Be welcomed to the Governing Body by the Chair.\*
- Be invited by the Headteacher to visit the school.\*
- Have the opportunity to tour the school and meet staff and students.\*
- Receive an informal briefing on the school from the Headteacher.\*
- Have the opportunity to meet informally with an existing governor who will then act as their mentor.\*
- Be accompanied by their mentor to their first full Governing Body meeting (if required).\*
- Have the opportunity to review their first meeting with the mentor.\*

**\*Due to the restrictions placed on the school during the pandemic all activities, where practicable, will be offered remotely.**

## **New governors will receive:**

- Governors Handbook.
- The school's 'Guidelines for Governors'.
- The school prospectus.
- The Education Authority's governor training programme.
- Details of the Governing Body committees including their terms of reference.
- Dates for future governors' meetings including committees.
- Details of how to contact the other governors.
- Details of how to contact the school including the e-mail address.
- A calendar of school events.
- Recent school newsletters.

## **New governors are also recommended to read:**

- The Federation Strategic Plan
- Federation Development Plan (Covid-19)
- The latest Ofsted report.
- Policy documents relevant to committee membership.

- The Federation Risk Assessment

**Areas that the Headteacher will cover include:**

- Background to the school.
- Current issues facing the school.
- Visiting the school.
- The relationship between the Headteacher and Governing Body.

**Areas that the Link Governor/Mentor will cover include:**

- An overview of the governor's role.
- How the full Governing Body and committee meetings are conducted.
- How to propose agenda items.
- Governor training.

**New governor checklist**

(Governor please sign once actioned)

Welcomed to the Governing Body by the Chair (.....)

Invited by the Headteacher to visit the school (.....)

Toured the school and met staff and students (.....)

Received an informal briefing on the school from  
The Head (.....)

Met informally with an existing governor  
(who will act as mentor) (.....)

Reviewed first meeting with the mentor (.....)

**Have you received:**

Governors Handbook (.....)

School Prospectus (.....)

Education Authority's governor training and  
development programme (.....)

Details of the Governing Body committees  
(including their terms of reference) (.....)

Dates for future governors' meetings  
(including committees) (.....)

Details of how to contact the other governors (.....)

Details of how to contact the school  
(including the e-mail addresses) (.....)

Calendar of school events (.....)

Federation Strategic Plan (.....)

Federation Development Plan (.....)

School Newsletters (.....)

Latest Ofsted report and action plan (.....)

Policy documents relevant to committee membership (.....)

**Has Headteacher covered:**

Background to the school (.....)

Current issues facing the school (.....)

Visiting the school (.....)

Overview of the governor's role (.....)

Relationship between the Headteacher and  
Governing Body (.....)

Name:

(Print full name of governor)

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of Governors

## Induction Policy for New Governors

The Governing Body believes that in order to fulfil its responsibilities effectively, it is essential that each member is committed to a shared vision for the school and that the Governing Body is working well as a team to achieve this.

To help new governors to feel able to take an active part within the Governing Body and be valued as an equal member of the team, we recognise the need for new governors to have an induction – a period of planned support to introduce them to their new role.

The aims of the induction are to:

- Welcome new governors to the team.
- Help them to get to know the school.
- Assist them to understand their role and responsibilities.
- Enable them to contribute fully to the work of the governing body.

In order to achieve our aims, the governing body will ensure that the following steps are taken:

1. The Chair of Governors/Link Governor sends a letter welcoming the new governor to the team and offering him/her the opportunity to meet before the first formal governing body meeting.
2. The Chair of Governors/Headteacher invites the new governor to visit the school.
3. When a new governor attends his/her first meeting, the Chair of Governors welcomes the new governor and introduces him/her to the other governors. Governors are asked to introduce themselves and describe any particular interests/experience they have and the new governor is given the opportunity to say something about themselves.
4. The new governor is invited to join a relevant committee or committees. If they wish, they can be given the opportunity to attend and observe committee meetings before making a decision about which committees they might like to join.
5. A governor is appointed to take responsibility for inducting every new governor. This may be the link governor or an experienced governor who acts as a mentor.
6. The role of the link governor/mentor is to ensure that the new governor:
  - Has received a Welcome Pack from the LA.
  - Receives the School Induction Pack.
  - Is invited to visit the school and meets the Headteacher and Staff.
  - Is aware of the Governor Development Programme and is assisted to access relevant courses.
  - Knows how to access policy documents and other relevant information for governors.
  - Is invited to join one or more committees.
  - Knows who to contact for advice and support.
  - Is supported throughout the period of induction, by meetings with her/him. periodically to check how she/he is doing and discussing any issues raised.

## A sample letter of welcome to a new governor

Dear

Welcome to the Governing Body of Christ The King Federation. We are delighted that you have agreed to be a school governor. It is a very important job and we hope that you will enjoy working with us to help the school to provide the best possible opportunities for our pupils.

We know that the job may seem daunting at first; masses of paperwork, new jargon and so on, but there are people keen to guide and support you through the first few months. We all want you to succeed and if you want to know something, never be afraid to ask. Just as important to us is the knowledge, skills and experience that you bring to the Governing Body.

The Governing Body has a range of skills, talents and experience, and we often hold strong views based on these. We may argue, but what is important is that we work as a team, united by our commitment to do our best for the school. We make decisions as a team and share responsibility for these decisions.

You should receive an invitation to visit the school, from the Headteacher/Link Governor, ..... has kindly agreed to act as your mentor and will contact you shortly. She/he will be a key person in helping you to prepare for your first meeting and introducing you to your colleagues at the first meeting.

..... will send you an induction pack to help you through the first stages of your governorship.

Your mentor will take you through the pack and make sure that you are familiar with the contents.

We look forward to seeing you on .....

Best wishes

Yours sincerely

Chair of Governors



## **Role of the Link Governor/Mentor**

- Phone and introduce yourself, once the new governor has received his/her letter of appointment.
- Check that she/he has received his/her LA 'Welcome Pack' and knows the date and time of the next meeting.
- Ask if she/he has any questions on its contents.
- Make sure that a school visit has been arranged with the Headteacher.
- Arrange a short meeting in advance of the full meeting to discuss the agenda. This will enable you to remind him/her tactfully to read the agenda papers and any other relevant information such as the 'School Improvement Plan'.
- Tell her/him that she/he will be asked to introduce her/himself at the first meeting and that the Governors will be asked to introduce themselves.
- Arrange to meet the new governor ten minutes before the meeting, to ensure she/he knows about domestic arrangements such as coffee, loos etc.).
- Sit with the new governor to help her/him through the meeting.
- Be available for 5 – 10 minutes after the meeting to answer any questions that have arisen.
- Encourage the new governor to participate in the LA's and Diocesan Induction Courses.
- Assist the new governor to identify her/his development needs and other support needs.
- Use the Induction Pack to check that the new governor is receiving a full induction.

## Induction

Welcome to the Governing Body of Christ The King Federation – we hope you will find your term of office a stimulating and fulfilling one.

This pack has been put together by Governors and we hope it will give you useful guidance in the early stages of your governorship and help you to become, and to feel, part of our team.

During the coming weeks and months you will receive (perhaps 'be bombarded with' is more accurate!) information from school and from Essex County Council Governor Support Team, covering a wide variety of topics.

Some of the content may be very unfamiliar to you as much has changed in education since we were all in school, but given time and support from the rest of the team and from the training provided by the Council it should all begin to fall into place.

The main point to remember is that we were all new at one time! We welcome questions and discussion of points that may be puzzling to you – they may be matters we all want to know about as well, or they could be issues that we have worked out and we can explain them to you.

Our Clerk to the Governing Body is Ms Laura Smith, Tel. no: 01245 321828.

The full Governing Body meets once a term, and all the current governors are also members of one (or two) committees which meet at other times to discuss issues in depth and report back to the full Governing Body.

You will be invited to join one (or more!) committees as soon as you feel able to, and you're welcome to go along to any of these meetings to get to know what goes on and to help you decide where you would be happiest to make a contribution.

Governors all receive copies of the minutes of all the committee meetings to help keep track of what is going on. Please feel free to have a chat with the Chairs of these committees for more information at any time.

## **Getting to know the school and us**

Governors are involved in curriculum issues by linking with subject areas and/or year groups. We will be inviting you to 'link' with a subject area so that you can become familiar with that part of school life.

To begin with, we want to help you get to know the rest of the governors, so soon after your election or appointment, the Chair will contact you and fill you in on when the next meeting is and what will be happening at it.

The Headteacher will also arrange to give you a tour of the school and introduce you to the staff, as well as giving you copies of any relevant written material. You will meet everyone at your first Governors' Meeting; at this first meeting you'll be introduced to everyone over coffee before the meeting starts.

## **Meetings**

We hold Governors Meetings in the staff room or Year 6 class room at school at various times, mainly evenings – you will be advised of times and dates.

If you would like something to be discussed at a meeting, you can ask the Chair to put an item on the agenda a couple of weeks before the meeting and this will be circulated at least seven days beforehand. Please bring any relevant minutes and papers to the meeting and don't forget your diary!!

## **Training**

As we encourage governors to participate in training, we have 'bought into' the Essex County Council's Development Package for Governors. This allows governors to attend as many training courses as they like each term, and also entitles the Governing Body to receive one whole governing body training session on a topic of our choice.

The induction training course for newly appointed governors is strongly recommended to you as a new governor. It provides a good all round look at the many aspects of being a governor and it also enables you to meet other people in the same position.

You will receive a copy of the Training and Development Programme each year – please apply direct.