



## ***Draft: New Governor Induction***

### ***Having received confirmation that you are now a Governor of Alec Hunter Humanities College what Happens Now?***

Following election as a Parent or Staff Governor, appointment by the Local Authority, or co-option as a Community Governor, you will receive a formal letter of appointment and a Welcome Pack which will help your understanding of the Governor's role.

#### ***Welcome Pack***

The Welcome Pack includes a booklet from the Governor Support Team, with useful information to support you in your new role. It is a good idea to contact the Chair of the Governing Body and/or the Headteacher to discuss your role, particularly if there are things you feel unsure about.

The Welcome Pack also includes a monitoring form and pre-addressed envelope so that you can confirm your contact details to the Governor Support Team. These details will be used only in connection with your role as a Governor by the Local Authority. It is important that you complete and return the form, as it also provides us with information that will help ensure that Governing Bodies are representative of their communities.

Also included is the ECC Welcome Pack showing a range of courses available, including Induction for New Governors. It is recommended that all new Governors attend Induction training, and we recommend you book onto an Induction course as soon as you can following your appointment.

#### ***Induction Training***

All new Governors (including teacher and other staff members) are encouraged to take part in an Induction course. The course follows guidelines and uses materials provided by the Department for Children, Schools and Families (DCSF). We suggest that Governors do the course as soon as possible after their first meeting, and we strongly recommend that all Governors take part in an Induction course during their first year of office.

<http://www.essexcc.gov.uk/vip8/ecc/ECCWebsite/dis/gui.jsp?channelOid=16391&guideOid=15792>

The course content generally includes:

- composition of Governing Bodies
- responsibilities
- powers and duties
- getting to know your school
- managing the business: termly meetings, Committee meetings, the Headteacher's report
- an introduction to the data available to schools
- school improvement planning
- monitoring and evaluation
- inspection

## ***Governing Body Meetings***

Each half term you will receive an agenda, along with the Headteacher's termly report and other papers for the first meeting of the Governing Body that you attend. You should get this 7 days before the date of the meeting. Governing Bodies are increasingly using email to circulate papers (with hard copy available at the meeting) so it is important that you give us your email address.

If you are appointed a while before the next full meeting of the Governing Body it is a good idea to ask to attend one or more of the Committee meetings so that you can get involved and get to know other Governors. There are similar arrangements in place for the distribution of agendas and supporting papers for Committee meetings.

## ***Further Information***

The Department for Children, Schools and Families (DCSF), provides a Guide to the Law for School Governors. This is available as a CD Rom or can be accessed and/or downloaded from Governonet. Ask your school if they have a CD Rom available for you. It includes material from New Governor Induction Training and programmes for Governors from Teachers' TV .

You can find out lots more about being a Governor on these pages or through various Useful Links.

If you would like to speak to someone directly about your role as a Governor, or if you haven't received an appointment letter and Welcome Pack, please contact ECC Governor Services, the clerk or chair of governors

## ***Good Practice for Welcoming New Governors***

- Build in some social time before any meeting involving new Governors so that they can meet other Governors informally.
- The Chair should welcome any Governor attending their first meeting and ask everyone to introduce themselves fully and audibly.
- It is even better to adopt a practice of name cards for everyone. Folded cards to stand on the table in front of each person make it easier not just for new Governors but for visitors and the Clerk to the Governing Body.
- Everyone should avoid using jargon and acronyms, and reports should spell things out before using an abbreviation or acronym.
- Where possible the Chair should ensure that a brief sketch of the background to any difficult or long-running issues is given. By the same token new Governors should be encouraged to ask for such information if they need it.
- Mentoring or Buddying schemes have been tried by some Governing Bodies. Some sort of pairing giving an experienced Governor a clear role in supporting a new member is likely to be helpful.

## ***Checklist for Induction of New Governors***

- Meet the chair and head teacher
- Be given information about the role of Governors generally and about how our Governing Body works specifically with details of sub-committees etc
- Be invited to have a tour of the school during a working day to meet staff and children
- Be given the School Prospectus
- Be given a 'Guide to the Law for School Governors' CD Rom
- Be given the current College Improvement Plan
- Be given the current SEF
- Be given a copy of the 'Governors Handbook'
- Plan of the school building
- Staff list with responsibilities
- Titles, membership and terms of reference of Governing Body committees and the remits of nominated Governors
- Be asked to complete a Pecuniary Interests form
- Be asked to complete an Ethnic Monitoring form
- Be given a copy of this Induction Policy
- Be given a list of Policy Documents available in school via the freedom of information website
- Be directed to the web site for the last Ofsted inspection report
- Be given minutes of previous governor meetings and sub-committee meetings
- Be given names and communication details of all other governors
- Be made aware of training available and be encouraged to attend Induction Training run by LEA as soon as possible
- Be introduced to governor responsible for Governor training and advised that mentoring will be available through the relevant committee
- Be given the details for future committee and governors' meetings
- Be advised of the Governing body policy to use email communication whenever possible
- Be invited to make further visits to school
- Ensure Governor Services has details of new Governor
- Have his or her photograph taken for ID Badge and Website