

The Bellbird Primary School



Governor Induction Policy

April 2025

(To be reviewed Spring 2028)

Introduction

The Governing Body and the Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new governors 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 governors.

New governors should receive minutes and supporting documents from recent Governing Body meetings and it is recommended that they attend FGB meeting only in the first instance so that they can decide in which area they could best support the Governing Body. At the first full Governing Body meeting of the academic year, they will be asked to lead and/or shadow a specific portfolio. There are also other roles that governors may take on such as link governors within various areas. e.g. SEND

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 children
- 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 work

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Chair and the Headteacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Headteacher
- Complete a DBS background check
- Receive safeguarding training and sign off it has been completed. This will include:
 - Keeping Children Safe in Education (Part 2 for governors);
 - Prevent awareness;
 - annual safeguarding updates;
 - information about local safeguarding arrangements and school procedures
- Have the opportunity to discuss matters informally with an existing governor
- Be invited to attend an assembly

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- Book on to an Induction Training Course within their initial year

- Be given an email address for all correspondence
- Be given a link to Cambridgeshire Governor Support Services and the National Governance Association (NGA) websites
- Have a Governor mentor

New governors will need:

- This policy
- Link to the school website
- Link to Cambridgeshire Governor Services and NGA websites
- Link to The Governor Handbook □ Dates for future governors' meetings
- Details of how to contact the other governors and the school
- A calendar of school events
- Recent school newsletters
- Minutes of the most recent full Governing Body meetings
- Copy of the school's Instrument of Government
- Staff list and school organisation
- The School Development Plan
- The latest Ofsted report
- The Governor school visits guidance
- Governors' Code of Conduct

Conversations/meetings

Areas that the Headteacher will cover include:

- Background to the school
- The School's CARE values – Curiosity, Ambition, Respect, Empathy.
- Current issues facing the school
- The relationship between the Headteacher and Governing Body

Areas that an appointed governor or the Chair of Governors will cover include:

- An overview of the governor's role
- GovernorHub access
- Governor email and Microsoft 365
- How the full Governing Body and committee meetings are conducted
- The roles of the subject lead governor and any link governor role
- Visiting the school
- Awareness of governors' responsibilities for:
 - safeguarding;
 - SEND;
 - equality;
 - attendance;
 - finance;
 - health and safety;
 - data protection/GDPR;
 - cyber security

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Areas that the Clerk will cover include:

- Notify Cambridgeshire Governor Services of the new governor's details
- Set up governor's school email address
- Provision of the documentation for the new governor
- Facilitate the mandatory DBS background check
- Assisting the Chair and Headteacher as necessary
- Pecuniary Interests
- Governor information on the DFE webpage

New governor checklist

Welcome to the Governing Body by the Chair

Link to Governor Support Services

Invite by the Headteacher to visit the school

Received an informal briefing on the school from the Head

Spoken informally with an existing governor

Booked onto an Induction Course

Governors should receive access to:

Governors Handbook

School prospectus

Cambridgeshire Governor Services website

Details of the Governing Body members including contact details

Dates for future governors' meetings

Details of how to contact the school

Calendar of school events

School and Governors' newsletters

Minutes of recent full Governing Body meetings

Copy of the school's Instrument of Government

Staff list

School organisation (class structure etc.)

School Development Plan

Latest Ofsted report

Governor school visits and monitoring guidance

Governors' Code of Conduct

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:

Signed:

Date:

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