



GOVERNOR INDUCTION POLICY

Granby Primary School
Granby Road Aylestone, Leicester LE2 8LP

Head Teacher: Mr Peter Fowler

GOVERNOR INDUCTION POLICY

At Granby Primary School we recognise the importance of the Governing Body in providing support, guidance and critical friendship to the school. To ensure we have the most effective governing body possible we have devised the following induction policy.

The aim of this policy is to set out the information and support all new governors can expect to equip them with the skills they will need to carry out their role when join the Granby Primary School Governing Body. Each new governor will be paired with a mentor who will guide and support them through their first year in post and act as a first port of call when any questions or concerns arise.

Induction Plan

The induction plan incorporates all the stages of a new governor's induction and identifies who undertakes the role at the various stages, together with a record of when a task has been completed.

Name: _____ Date of appointment: _____

Action required	Owner	Date
Governor Services team informed of new governors' details following election or appointment	Headteacher	
Generic Leicester City Governing Body Welcome Pack received	Leicester City Governor Services	
Appropriate mentor allocated for new governor, drawing from the pool as agreed at AGM	Chair/Clerk	
Granby specific Welcome letter sent to new governor (Appendix 1)	Chair/Clerk	
Letter sent to Full Governing Body to introduce the new governor (Appendix 2)	Chair/Clerk	
Clerk rings new governor to: <ul style="list-style-type: none"> • introduce themselves • check the new governor has received information for first meeting • ensure new governor has had a chance to visit school and meet key staff 	Clerk	
Induction Pack documents (Appendix 3) are provided to new Governor and mentor.	Office Staff	
Before the first full governor meeting: <ul style="list-style-type: none"> • Mentor makes introduction, explains the responsibilities of the new governor, highlights key documents and allows opportunity for new governor to ask questions • new governor reads induction documents (The induction pack is a daunting size and mentors will need to reassure new governors that they do not need to read it all at once!)	Mentor and new governor	

<p>At the first full governor meeting:</p> <ul style="list-style-type: none"> • Mentor arranges to meet the governor 10-15 minutes before the meeting to explain how the meeting will work and address any issues • The mentor will sit with the new governor during the first meetings and introduce them to other governors • The mentor will confirm any actions the new governor may need to complete and check that they are comfortable doing so. eg. reading particular documents, providing any information. • The mentor will confirm with the new governor that they know which meeting is next and what will happen at this meeting. • The new governor and the mentor will arrange a further meeting to look at other aspects of the induction pack as appropriate • The mentor will discuss training opportunities • The mentor will be available directly after the meeting to follow up any questions the new governor may have 	Mentor and New Governor	
<p>After the first full governor meeting:</p> <ul style="list-style-type: none"> • The mentor will meet with the new governor to go through more documents contained in the induction pack as appropriate • New Governor arranges to attend Leicester City Governor induction and advises Governor with responsibility for Continuing Professional development 	Mentor and New Governor New Governor	
<p>Ongoing support:</p> <ul style="list-style-type: none"> • The mentor will continue to offer the new governor support throughout their first year. This may include meetings, email exchange or phone calls. • It is the responsibility of the new governor to ask for additional support if they feel it is needed. • If the mentor feels that other governors could support the new governor in a particular aspect the mentor will help the new governor to arrange this by introducing the relevant person. 	Mentor and New Governor New Governor Mentor and New Governor	

Criteria for being a mentor

This is a voluntary role and suitable candidates will be selected at each AGM.

Mentors must:

- have been a governor themselves for a minimum of a year
- be willing and able to carry out the role in full
- recognise the time required to realise this

We recognise and welcome the fact that our Governing Body is made up of people from diverse backgrounds, bringing differing levels of understanding and perspectives to the role. Some new governors may require more support than others.

APPENDIX 1

A sample letter of welcome to the new governor

Dear <new Governor name>

Welcome to the governing body.

We are delighted that you have agreed to be a school governor. We hope that you will enjoy working with us to help the school to provide the best possible opportunities for our pupils.

The governing body has a range of skills, talents and experience, and we often hold strong views based on these. We may debate, 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 will receive an invitation to visit the school, from the Headteacher and <mentor name>.who has agreed to act as your mentor and will contact you shortly. Your mentor will be a key person in helping you to prepare for your first meeting and introducing you to your colleagues.

You will also soon receive 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 understand the contents.

We look forward to seeing you on <date of first meeting or visit to school>

Best wishes.

Yours sincerely

<Chair name>

Chair of Governors

APPENDIX 2

Letter or email (as appropriate) to all existing governors introducing the new governor

Dear Existing Granby Governor

We are writing to let you know that <new Governor name>. Will be joining us as <Insert type of governor>) Governor here at Granby Primary School.

It has been agreed that <Mentor name> will take on the role of mentor in this instance.

I am sure you will join me in welcoming our new governor to our team.

Best wishes.

Yours sincerely

<Chair name>
Chair of Governors

APPENDIX 3

List of Contents: Induction Folder

1. Induction Pack
2. Induction Policy including Plan detailing timeline and who is responsible
3. Induction document checklist, outlining when they will be released to new Governor
4. Key documents as per checklist

References

- *Prior versions of Governor Induction Policy – Granby*
- *Governor Induction Pack – Granby*
- *Governor Induction Pack – Gateshead Council*
- *The Key for School Governors*
- *The DfE Governors’ Handbook*

Policy Revised: August 2015

Due for Review: Spring 2017