

Governor Induction Policy

Aspire Federation

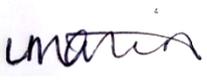


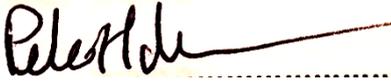
Reviewed and updated:

February 2025

Next review:

February 2026

Signed: ... 

Signed: ... 

Name: Laura Martin
(Executive Headteacher)

Name: Peter Hilton
(Chair of Governors)

Date: ...24.2.25.....

Date:24.2.25.....

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The Aspire Federation is committed to ensuring that governors receive a comprehensive induction package in order to successfully fulfil their role. This policy ensures that new governors are provided with the support and information necessary to gain a thorough understanding of their role as a school governor.

Through this policy, we aim to ensure that every new governor:

- Is welcomed by the school and governing board.
- Is provided with the necessary tools and information to begin their governance role as early as possible.
- Visits the school to gain contextual information.
- Meets the Executive headteacher, Head of School, governing board, staff and pupils.
- Understands the role of the governing board and its committees.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements.
- Is provided with a comprehensive induction pack.
- Is presented with the opportunity to ask questions.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- DfE (2020) 'Maintained schools Governance Guide 2024'
- DfE (2024) 'Keeping children safe in education 2024'

This policy operates in conjunction with the following school policies:

- Governors' Allowance Policy
- Governor Visit Policy
- Governing Board Code of Conduct

School tour

New governors will be invited into the school to meet the Executive headteacher, Head of School and chair of governors.

The Executive headteacher or Head of School will take the new governor on an introductory tour of the school and provide contextual information, such as the school's values, ambitions, and specific issues currently facing the school.

DBS checks

An enhanced DBS check will be applied for within 21 days of the governor's appointment or election, unless they already hold an enhanced criminal record certificate. The DBS check will not include a barred list check unless, in addition to their governance duties, they will engage in regulated activity.

Where the governor is not eligible for a barred list check, a separate section 128 check will be undertaken.

Checks for governors will be recorded on the SCR.

On appointment

Upon appointment to the governing board, the new governor will:

- Be assigned a mentor from the existing governing board.

The mentor will:

- Make contact with the new governor and welcome them on to the governing board.
- Arrange an informal meeting with the new governor to offer a chance to ask questions.
- Arrange for the new governor to attend a school worship.
- Provide the new governor with a copy of the school's governor induction pack.
- Explain to the new governor:
 - How meetings of the governing board are conducted.
 - How to propose agenda items.
 - The role of each committee and member of the governing board.
 - Child protection arrangements and the governing board's role in safeguarding and child protection.
 - The school's response to children who go missing from education.
 - The identity and role of the DSL and any deputies.
 - The relationship between the governing board and the Executive headteacher.
 - The actions to take if unable to attend a meeting of the governing board.
 - The importance of confidentiality, and the steps that must be taken to ensure it.
 - The layout of the buildings and grounds, their suitability, and their state of repair.

The induction pack will include the following (some documents may be accessed online via GovernorHub):

- The DfE's ['Maintained schools governance guide - Guidance - GOV.UK'](#)
- A copy of 'Keeping children safe in education'
- The school's visitor information
- A school organisation chart outlining governance and staffing structures
- A list of school staff and their responsibilities
- The SDP
- The school's latest Ofsted report
- Copies of the minutes from the most recent governing board meetings
- A schedule containing details of upcoming governing board meetings
- Details of the governing board's committees and their associated remits
- The Governing Board Code of Conduct
- The Governing Board Visits Policy
- The Governing Board Allowances Policy
- A copy of the latest budget report
- A copy of the latest Executive headteacher report to governors
- A copy of the school holiday schedule and events calendar
- The contact details of relevant staff members and members of the governing board
- A guide to commonly used terminology and acronyms

The new governor will also receive copies of relevant school policies, including the Behaviour Policy and Child Protection and Safeguarding Policy via the Governor Induction folder, within the Documents file on GovernorHub.

Knowledge audit

Within a month of appointment, new governors will complete the NGA's skills audit, and return the completed form to the clerk to Governors.

The Chair of Governors will use the completed form to inform the governor's training priorities and committee responsibilities.

Business and pecuniary interests

Within two weeks of appointment, new governors will be asked to complete a declaration of business interests form via Governor Hub.

Expenses

As part of the induction pack on GovernorHub, new governors will be provided with a copy of the Governors' Allowances Policy and accompanying forms, and provided with a detailed overview of the expenses process by the School Business Manager.

Committees

Within four weeks of starting the role, the new governor will work with the chair of governors to identify suitable committee opportunities.

Training

The governing board will identify induction and other ongoing training and development needs on an ongoing basis, including for those with specific responsibilities, e.g. Prevent training for the safeguarding governor. The Chair of governors will ensure all governors understand what is expected of them and they receive appropriate induction, training, and development.

The school will liaise with the LA to ensure training necessary for the effective discharge of the governors' functions is made available at no cost to the school. All new governors will be required to attend any training

arranged in liaison with the LA. A budget will be set aside for the purpose of any additional training, particularly where costs will be incurred through attendance at training organised through the Diocesan Board of Education.

The clerk to the governing board will maintain a record of all training undertaken by governors.

Safeguarding

The governing board will be made aware of the systems within the school which support safeguarding, and these will be explained as part of their induction.

All governors will receive appropriate safeguarding and child protection (including online) training at induction, which will be updated annually, in line with the Child Protection and Safeguarding Policy. This training will ensure governors are equipped with the knowledge to provide strategic challenge to test and assure themselves that the school's safeguarding policies and procedures are effective, and support the delivery of a robust whole school safeguarding approach.

Safeguarding training will also cover how governors can ensure appropriate filtering and monitoring systems are in place, with the effectiveness of the systems regularly reviewed.

Induction completion

Every new governor will work through their New governor induction checklist, with help from their mentor where necessary.

The person leading the induction, e.g. the Chair of governors or an appropriate individual with delegated responsibility, will keep the Executive headteacher and clerk to the governing board updated on the governor's progress.

Once the checklist has been completed and the chair of governors is satisfied with the governor's progress, the induction period will be considered finished.

Monitoring and review

This policy will be reviewed annually by the chair of the governing board and the Executive headteacher.

New governor induction checklist

Name:

Commencement date:

Mentor:

By placing a tick against each completed action, use the form below to keep track of your progress during your induction. If you are unable to complete any action, discuss the next steps with your mentor.

Action	Completed (Please tick)
I met the Executive headteacher and/or Head of School.	
The EHT and/or HoS provided me with a tour of the school and informed me of relevant contextual information.	
I have been informed that the applicable DBS check has been conducted on my behalf.	
I have been assigned a mentor from the existing governing board.	
I have completed the NGA's skills audit and returned the completed form to the clerk to governors.	
I have completed a Declaration of business interests form on GovernorHub.	
I have been made aware of what to do if a conflict of interest arises.	
I have met with the chair of governors to identify suitable committee opportunities.	
I have attended training sessions arranged by the school provided by the LA and Diocesan Board of Education.	
My mentor has	
Made contact with me and welcomed me on to the governing board.	
Arranged an informal meeting with me and answered my questions.	
Arranged for me to attend a school worship.	
Signposted me to a copy of the school's governor induction pack (available on GovernorHub).	

My mentor has explained to me	
How meetings of the governing board are conducted.	
How to propose agenda items.	
The role of each committee.	
Child protection arrangements and the governing board's role in safeguarding and child protection.	
The relationship between the governing board and the Executive headteacher.	
The actions to take if I am unable to attend a meeting of the governing board.	
The importance of confidentiality and the steps that I must take to ensure it.	
The identity and role of the DSL and any deputies.	
The school's response to children who go missing from education.	
I have logged into Governorhub and located the induction pack containing the following:	
A link to 'Keeping children safe in education'	
A link to 'Maintained School Governance Guide'	
A list of school staff and their responsibilities	
Details of the governing board's committees and their associated remits, within the scheme of delegation	
A guide to commonly used terminology and acronyms (within the induction handbook)	
A copy of the school holiday schedule and events calendar	
The SDP, SEF and SIAMS SEF	
The school's latest Ofsted and SIAMS inspection reports	

<p>I have logged onto GovernorHub and read through the following documents from the previous meeting:</p>	
<p>Copies of the minutes from the most recent governing board meetings</p>	
<p>A schedule containing details of upcoming governing board meetings</p>	
<p>A copy of the latest budget report</p>	
<p>A copy of the latest Executive headteacher’s report to governors</p>	
<p>I have logged onto Governorhub and read the following policy documents from the ‘Policy file’ within documents:</p>	
<p>Child Protection and Safeguarding Policy</p>	
<p>Staff Code of Conduct</p>	
<p>Behaviour Policy</p>	
<p>Governors’ Allowance Policy and accompanying forms</p>	
<p>Governor Visit Policy</p>	
<p>Governor Code of Conduct Policy</p>	
<p>Complaints Procedure Policy</p>	
<p>Whistleblowing Policy</p>	