

SCHOOL GOVERNOR INDUCTION PACK

The following is a comprehensive list of what a new school governor may need as reference. However, signposting to where these documents can be easily found, rather than downloading, is recommended.

The Governing Body:

- 1.1 Governor contact information - ***from Clerk***
- 1.2 Governor Committee structure and Terms of Reference -***from Clerk (on secure site)***
2. Roles and Responsibilities of the Governing Body, Head Teacher & Bursar and any other key members of staff. - ***See Website***
3. A Competency Framework for Governance
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf
4. A list of policies and the review cycle - ***from Clerk (and website)***
5. The procedure for completing Register of Business Interest Form - ***from Clerk***
6. Instrument of Government - ***from Clerk***
7. Calendar of meetings - ***from Clerk***
8. School prospectus - ***See Website***
9. School map – ***School Office***
10. Leadership Team structure – ***School Office***
11. Signposting to the DfE's Governance Handbook and competency framework
<https://www.gov.uk/government/publications/governance-handbook>
12. The Code of Conduct for Governing Boards <http://www.nga.org.uk/Home/Clerking-Matters/Clerk-to-governors/Code-ofPractice.aspx> - ***from Clerk (and website)***
13. The Confidential Reporting Code - ***from Clerk (and website)***
14. Keeping Children Safe in Education (KCSIE)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
15. A comprehensive list of school policies - ***from Clerk (and website/sharepoint)***
16. Teaching Staff Structure/Establishment - ***School Office***
17. Support Staff Structure/Establishment - ***School Office***

18. School Budget: - **School Office**

18.1 Financial Regulations and Procedures

18.2 Derbyshire Scheme for Financing Schools

18.3 Copy of most recent audit report

19. School Improvement Plan - **from Clerk**

20. Latest Ofsted Report - **See Website**

21. Useful School Abbreviations – **Governor Support S4S Website**

22. Induction process:

All newly appointed Governors should be inducted as follows: • Clerk to Governors to issue induction pack along with all relevant documentation for completion including Declaration of Eligibility form, Business Interest form and request for information to enable a DBS check to be undertaken.

- Clerk to governors to advise new governor of available governor training courses relevant to the committee assigned to.

- As a minimum, the following in-house basic induction should take place:

- Meeting with the Chair of governors prior to the first full governors meeting, following appointment.
- Meeting with the Chair committee prior to first committee meeting.
- Meeting with the relevant school leadership team member(s) within first month of appointment
- Clerk to governors to advise new governor of relevant governor training courses

Clerk to Governors to contact new governors approximately 6 months after appointment to ascertain whether further training is required.