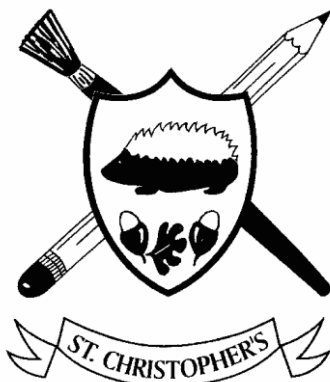


St Christopher's CE Primary School



Governor Induction Policy

POLICY TYPE	NON-STATUTORY
OWNER	RESOURCES
APPROVING COMMITTEE	RESOURCES
REVIEW EVERY	5 YEARS
APPROVED BY	
POSITION	
DATE	5 th March 2014

VISION STATEMENT

'Our vision is for every child to reach their full potential within a stimulating, healthy and safe environment.

We will ensure that every child has the skills to grow into a confident and happy adult through the guidance of Our Lord, Jesus Christ.'

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

INDUCTION

The Governing Body and Headteacher of St Christopher's CE School 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 the 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.

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 students
- 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 and its committees work
- To allow new governors to join the most appropriate committee(s)

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit the school
- Have the opportunity to tour the school and meet staff and students
- Receive an informal briefing on the school from the Headteacher
- Have the opportunity to meet informally with the Chair or an existing governor
- Have the opportunity to review their first meeting with the Chair

New governors will receive a **Welcome Pack** consisting of:

- The vision and ethos of the school
- The latest school's Self Evaluation Form (SEF)
- The latest school's Learning Improvement Plan (LIP)
- Latest Approved budget and budget monitoring report
- The latest OFSTED, SIAS & SIP reports and action plans
- A plan of the School
- School Staff list including subject areas and contact details
- A calendar of School events
- Recent School newsletters
- Access to all School policies
- The Governments "Governors' Handbook"
- The Constitution of the Governing Body
- Governor Code of Conduct
- Governor Pecuniary Interest Declaration & Governor Skills Audit
- Details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committees
- Copy of the last two full governor meetings minutes and last round of committee meeting minutes
- Details of the Local Authority's governor training programme
- Whistle Blowing policy
- Contact details for the Governing Body and School

Areas that the Head Teacher brief will cover include:

- Background to the School
- Current issues facing the School
- Visiting the School
- The Relationship between Head Teacher and Governing Body

Areas that the Chair brief will cover include:

- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- Governors responsibilities regarding pecuniary interests
- How to propose agenda items
- Governor Training

New Governors will be asked to complete and sign the New Governor Checklist. (Show at Annex A to this policy)

A copy will be kept in the Clerk's file and the original retained by the Governor

NEW GOVERNOR CHECKLIST (Annex A)

Activity	Date
Welcomed to the Governing Body by the Chair	
Invited by the Head Teacher to visit the School	
Toured the School and met staff and children	
Received a briefing on the school from the Head	
Met informally with the Chair	
Received Welcome Pack	
Reviewed first meeting with the Chair (if required)	
Have you received:	Yes / No
The vision and ethos of the school	
The latest school's Learning Improvement Plan (LIP)	
The latest school's Self Evaluation Form (SEF)	
Latest Approved budget and budget monitoring report	
The latest OFSTED, SIAS & SIP reports and action plans	
A plan of the School	
School Staff list including subject areas and contact details	
A calendar of School events	
Recent School newsletters	
Access to all School policies	
Access to School Profile and SEF	
The Governments "Governors' Handbook"	
The Constitution of the Governing Body	
Governor Code of Conduct	
Governor Pecuniary Interest Declaration & Governor Skills Audit	
Details of the Governing Body committees including their terms of reference	
Dates for future governors' meetings including committees	
Minutes of the last 2 full governing body meetings and last committee meetings	
Details of the Local Authority's governor training programme	
Whistle Blowing policy	
Contact details for the Governing Body and School	

Name:	
Signed :	Date :

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