St Paul's Catholic Primary School

POLICY – GOVERNOR INDUCTION [DIOCESE]

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CHANGES NOTED	NEW POLICY		

Office use only:

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INDUCTION POLICY FOR NEW GOVERNORS

The governing body and headteacher of St Paul's Catholic Primary School believe that a comprehensive induction is essential for every new governor. The school is committed to ensuring that new governors receive the information, training and support they need to understand their responsibilities and contribute confidently and effectively to the work of the governing body.

Effective induction is an important investment in the strength, effectiveness and continuity of governance. It enables new governors to understand the school's context, priorities and Catholic mission, while establishing clear expectations about their strategic role.

As a governor of St Paul's Catholic Primary School, each governor shares in the collective responsibility of the governing body to:

- promote high standards of educational achievement;
- provide strategic leadership and hold school leaders to account;
- oversee the responsible use of the school's financial resources; and
- preserve and develop the Catholic character, mission and ethos of the school.

The school must be conducted as a Catholic school in accordance with the Trust Deed of the Diocese of Portsmouth, the school's Instrument of Government and the teachings, practices and expectations of the Catholic Church.

Purpose of induction

The induction process aims to:

- welcome new governors and help them become active and informed members of the governing body;
- introduce new governors to the chair of governors, headteacher, other governors, staff and pupils;
- develop governors' understanding of the school's Catholic mission, ethos and values;

- explain the strategic role and collective responsibilities of the governing body;
- establish the distinction between strategic governance and the operational leadership of the school;
- explain the respective roles of the governing body, chair of governors, headteacher, clerk and any committees;
- help governors understand the school's context, strengths, priorities and current challenges;
- introduce governors to the School Development Plan, Self-Evaluation Form and the school's arrangements for monitoring improvement;
- explain how governing-body and committee meetings are conducted and how governors can contribute effectively;
- ensure that new governors understand the expectations relating to safeguarding, confidentiality, conduct, declarations of interest and school visits;
- identify governors' existing knowledge and skills, together with any training or development needs;
- allocate an appropriate mentor and provide ongoing support during the governor's first year; and
- give new governors regular opportunities to ask questions and reflect on their contribution to the governing body.

New governors will:

As part of their induction, all new governors will:

- be formally welcomed to the governing body by the chair of governors;
- meet with the chair of governors and headteacher for an initial induction briefing;
- be invited to visit the school during the working day;
- receive a guided tour of the school and have appropriate opportunities to meet staff and pupils;
- learn about the school's Catholic mission, ethos and distinctive character;
- receive an overview of the school's context, current priorities, strengths and challenges;
- be introduced to the School Development Plan and Self-Evaluation Form;
- be allocated an experienced governor to act as their mentor during their first year;
- discuss their existing skills, experience and interests to help identify an appropriate committee or link-governor responsibility;
- complete all required declarations, checks and induction training;
- be supported to access their school email account, GovernorHub and relevant governance documents;
- be accompanied or supported by their mentor at their first full governing-body meeting;
- meet with their mentor following their first governing-body meeting to reflect on the meeting and clarify any questions;
- agree an initial programme of training and development; and
- take part in a review of their induction and development during their first year in office.

New governors will receive:

New governors will receive access to an induction pack containing, or providing secure links to:

- the school's Instrument of Government;
- the governing body's membership and committee structure;

- committee terms of reference and details of any link-governor responsibilities;
- the governing body's code of conduct;
- the school's governor declaration and declarations-of-interest requirements;
- the current Diocese of Portsmouth governance guidance;
- the Department for Education's current *Maintained schools: governance guide*;
- relevant Catholic Education Service guidance, including guidance on the roles and responsibilities of governors in Catholic schools;
- the school's mission statement and information about its Catholic ethos and values;
- the current School Development Plan;
- the current Self-Evaluation Form;
- the school's latest Ofsted report;
- the school's latest diocesan canonical inspection report;
- the school's current strategic objectives, priorities and performance targets;
- the staffing structure and an up-to-date staff list;
- the governing body's annual schedule of meetings and monitoring activity;
- the approved minutes and papers from the most recent full governing-body and relevant committee meetings;
- the school calendar and details of significant school events;
- recent school newsletters and other information that provides useful context about school life;
- details of how to contact the chair, clerk, headteacher and other governors;
- instructions for accessing their school email account and GovernorHub;
- details of governor training, development and support available through the school, local authority, Diocese of Portsmouth and other approved providers;
- the governor skills audit;
- the governor school visits policy and associated reporting templates; and
- access through GovernorHub to the school policies and statutory documents relevant to their role.

Information will normally be provided electronically through the governor's school email account and GovernorHub. Confidential or sensitive information must only be accessed, stored and shared using the school's approved secure systems.

Areas the Chair / Headteacher will cover in their briefing will include:

As part of the induction process, the chair of governors and headteacher will provide a briefing and discussion covering:

- the history, context and distinctive character of St Paul's Catholic Primary School;
- the school's Catholic mission, ethos and values and the governing body's responsibility to preserve and develop them;
- the school's current strengths, priorities and challenges;
- the School Development Plan, Self-Evaluation Form and the evidence used to evaluate the school's effectiveness;
- the school's most recent Ofsted and diocesan canonical inspection outcomes;
- the strategic role and collective responsibilities of the governing body;
- the distinction between strategic governance and the operational leadership and management of the school;

- the respective roles of the governing body, chair of governors, headteacher, clerk, committees and link governors;
- the relationship between the headteacher and the governing body, including expectations of support, constructive challenge and accountability;
- how full governing-body and committee meetings are conducted;
- how governors can propose agenda items, ask questions and contribute effectively to meetings;
- the governing body's committee structure and how individual responsibilities are allocated;
- the school's arrangements for safeguarding and how governors should report any concern about a child or adult;
- expectations relating to confidentiality, conduct, declarations of interest and the secure handling of information;
- how governors monitor the school's work, including the appropriate conduct and reporting of school visits;
- the school's relationships with the Diocese of Portsmouth, the local authority, the parish and other key partners;
- the training and development expected of governors; and
- the practical arrangements for accessing GovernorHub, the governor's school email account, meeting papers, policies and other governance information.

The briefing should provide new governors with opportunities to ask questions, identify any areas requiring further explanation and discuss how their knowledge, skills and experience can contribute to the work of the governing body.

Copies of school policies will be made available via Governor Hub.

New Governor Checklist

- ☐ Welcomed to the governing body by the Chair
- ☐ Invited by the Headteacher to visit the school
- ☐ Toured the school and met staff and pupils
- ☐ Received an informal briefing from the Chair/Headteacher
- ☐ Met informally with an existing governor who will act as mentor
- ☐ Reviewed first governing body meeting with mentor

Have you received the following?

- ☐ The new governor induction pack
- ☐ The instrument of government which notes the composition of the governing body
- ☐ A membership list for the governing body
- ☐ The Diocese code of conduct for the governing body
- ☐ The Local Authority code of conduct for the governing body
- ☐ The committee structure and committee terms of reference

Have you received from the school?

- ☐ The Governance in Maintained School link to webpage
- ☐ The school prospectus
- ☐ Recent school newsletters
- ☐ A calendar of school events
- ☐ The school development plan (SDP)
- ☐ The school's latest Ofsted report
- ☐ The school's latest Diocesan Canonical Inspection report (Section 48)
- ☐ CES statement on Governance of a Catholic school 'A clarification of roles and responsibilities'
- ☐ CES Memorandum on Appointment of Teachers in Catholic schools
- ☐ A full list of staff and the staffing structure
- ☐ A copy of the school targets
- ☐ A copy of the latest Annual Performance Review (APR) from the Local Authority
- ☐ School email address log on details
- ☐ Governor Hub log on details
- ☐ A skills audit template
- ☐ Details of training opportunities

Has the Headteacher covered?

- ☐ Background to the school
- ☐ Current issues facing the school
- ☐ Overview of the governor role
- ☐ Relationship between the Headteacher and the Governing Body
- ☐ Relationship between the school and [Academy Trust] and Department for Schools
- ☐ Your skills and any specific role you may have on a Committee or as a linked governor
- ☐ Visiting the school

As a new governor I have:

- ☐ Booked onto the Induction Training Programme provided by the school
- ☐ Booked onto the CAS0 New Governor Training and any other relevant training
- ☐ Submitted a DBS application, governor details form and eligibility form to the Clerk

INDUCTION PACK

GOVERNOR NAME

POSITION

TERM OF OFFICE

STATUTORY REQQUIREMENTS on appointment				
	ACTION	**OWNER**	**NOTES**	**STATUS**
	READ and CONFIRM agreement to the **Governor CODE of CONDUCT**	Governor	Located on Governor Hub under profile page [read and confirm]	
	READ and CONFIRM agreement to the **Governor Declaration**	Governor	Located on Governor Hub under profile page [read and confirm]	
	Complete **DBS process**	Governor	Link to be emailed via school office for completion. ID documents [originals to be taken to the office for formal identification]	
	Complete the **Governor business declaration** form.	Governor	Located on Governor Hub under profile page [read and confirm]	
ADMINISTRATION				
	ACTION	**OWNER**	**NOTES**	**STATUS**
	Access School **email account**		Email link sent to personal email address – access via office365 create password.	
	Access **Governor Hub** (Governing board communication portal)	Governor	Email link sent to school email to access	

	Agree to share mobile number to all connection to **Governor what's app** communication (reminders only)	Governor	Advise clerk mobile number	
	Chair to assign **MENTOR.**	CoG		
	Complete **NGA skills audit** (this will establish strengths and highlight training needs)	Governor	Located in New Governor FOLDER on governor hub for action	
	Complete **tour of school**	Chair/Mentor to arrange		
	Assign Committee	Chair/Governor		
TRAINING				
	ACTION	**OWNER**	**NOTES**	**STATUS**
	STATUTORY TRAINING – MUST COMPLETE SAFEGUARDING Training via The Key	Governor	Training link located in the NEW GOVERNOR INDUCTION file on Governor Hub	
	STATUTORY – MUST READ Keeping Children Safe in Education (KCSIE)	Governor	Located on Governor Hub under profile page [read and confirm]	
	New Governor Training	Governor	Training link located in the NEW GOVERNOR INDUCTION file on Governor Hub	
	Finance Training	Governor	Training link located in the NEW GOVERNOR INDUCTION file on Governor Hub	

	Agree other training with clerk	Governor / Clerk		
DOCUMENTATION TO READ at leisure.				
	GUIDANCE	**OWNER**	**NOTES**	**COMPLETED**
	MAINTAINED SCHOOL GOVERNANCE GUIDE from the Department for Education (DfE)		Document located in the NEW GOVERNOR INDUCTION File on Governor Hub	
	school's latest Ofsted report and Ofsted action plan (if appropriate)		Document located in the NEW GOVERNOR INDUCTION File on Governor Hub	
	Access the School Website – information.		School website – link in located in the NEW GOVERNOR INDUCTION File on Governor Hub	
	CASO		Link located in the NEW GOVERNOR INDUCTION file on Governor Hub	

Other actions – to be agreed at the induction meeting with the Clerk, Chair of Governors and Headteacher			
ACTION	**OWNER**	**NOTES**	**COMPLETED**

Governor REVIEW - completed after a year in office.

Date:

Topics	Comments
Understanding the role Do you feel you understand your role and what's expected of you?	
Your school's strategic improvement plan • The importance of a challenge and holding leaders to account?	
Training and development Do you feel your skills are being well utilised by the board?	
Have you identified any areas where you would like to further develop your governance knowledge, skills or understanding?	

Are there any areas of the board's work where you would like to increase your involvement?	
Contribution How would you rate your overall contribution to the board?	
What has gone well and what has given you most satisfaction?	
Are there any aspects you have found more challenging?	
Have you had any difficulty attending meetings?	

CHAIR'S COMMENTS

GOVERNOR'S COMMENTS

KEY COMPETENCIES	COMMENTS/TRAINING NEEDS
Strategic leadership Accountability for educational standards and financial performance People Structures Compliance Evaluation	