



"Think MORE; be a Westmorland Warrior..."

Governor Induction Policy

Westmorland Primary School

September 2024

**Review date: September 2026
Signed: Headteacher**



“Think MORE; be a Westmorland Warrior...”

Governor inductions at Westmorland Primary School

The Governing Board 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 Board 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 and staff
- To explain the partnership between the Headteacher, school and Governing Board
- 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 Board and its committees work
- To allow new governors to join the committee(s) of their choice

New governors will:

- Be welcomed to the Governing Board by the Chair
- Be invited by the Headteacher to visit the school in action (in line with the school visit policy)
- Have the opportunity to tour the school and meet staff
- Receive an informal briefing on the school from the Headteacher and/or Chair
- Be asked to complete a DBS check and declaration of interests
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full Governing Board meeting (if required)
- Have the opportunity to review their first meeting with the mentor

New governors will receive from the Clerk to Governors:

- An overview of the role of the Clerk to Governors
- A copy of the Standing Orders and Code of Conduct for the Governing Board
- Information about the DfE online publication [Governance handbook](#) (October 2020)
- The school’s bespoke “Induction Pack for School Governors”
- A copy of the Instrument of Government
- A Declaration of Interests form for completion
- Term dates for the school
- The School Development Plan
- Minutes of the last full Governing Board meeting and details of the Governing Board committees including their terms of reference
- Dates for future governors’ meetings including committee meetings
- Details of how governors can communicate effectively between meetings
- Details of how to contact the school including the e-mail address
- Recent school newsletters
- Information on the School’s website
- Information and an explanation of Sports Premium and Pupil Premium grants.

New governors are also recommended to read:

- The latest Ofsted report
- The school prospectus
- Policy documents relevant to committee membership
- The Governor Visits Policy
- The Governor Allowances Policy



“Think MORE; be a Westmorland Warrior...”

Areas that the Chair of Governors/mentor will cover include:

- Background to the school
- Introduction to school data ([Analyse School Performance](#) (ASP))
- Current issues facing the school
- Visiting the school
- Child Protection arrangements at the school and the governor’s role in safeguarding
- The relationship between the Headteacher and Governing Board
- An overview of the governor’s role (including a mention of confidentiality and acronyms!)
- How the full Governing Board and committee meetings are conducted
- How to propose agenda items
- Governor training – [Governor Support Service](#)
- The governing board’s role in dealing with school complaints
- School data

Sources of external support (Clerk or Chair to action)

- Details of how to access support services
- Details of national support websites
- How to access virtual or face-to-face training