



In November, 2021 the Governing Board have introduced a new Induction Process for our new Governors. The Governing Body believes that in order to fulfil its responsibilities effectively, it is essential that each Governor is committed to a shared vision for the school and that the Governing Body is working well as a team to achieve this.

To help new governors to feel able to take an active part within the Governing Body and be valued as an equal member of the team, we recognise the need for new governors to have an induction – a period of planned support to introduce them to their new role.

The aims of the induction are to:

- welcome new governors to the team
- help them to get to know the school
- assist them to understand their role and responsibilities
- enable them to contribute fully to the work of the Governing Body

The induction process is summarised as follows:

#### **Welcome meeting**

This will be arranged as soon as feasible after appointment and will be conducted in three parts:

- a) The Chair of Governors – to discuss the role of the governor in general and how the Governing Board at the school operates.
- b) The Headteacher - to describe how the Governing Body and Senior Leadership Team work together to achieve the vision of the school. The Headteacher to provide the new Governor with a tour of the school.
- c) The Governance Professional – to provide information regarding governance (including the National Governance Association (NGA) booklet *Welcome to Governance*), complete recruitment documentation and membership of the NGA, arrange safeguarding and other training in line with any specific responsibilities.

#### **Meeting with Governance Professional**

This should be arranged between the new governor and Governance Professional within three months of appointment. The purpose of the meeting is to give the new governor an opportunity to ask questions and seek clarification on governance matters, as required.



#### **Training and E-learning modules**

The new governor will have agreed the Governors Code of Conduct and have read and understood the whole of Keeping Children Safe in Education (KCSIE).

To complete training:

The new governor will complete the NGA Learning Link e-learning modules as follows:

- Governance: your role, your responsibilities, your organisation – within three months

The new governor will complete Hays online (current provider) e-learning module as follows:

- Safeguarding and Child Protection – Includes Safeguarding Children, Mental Health & Wellbeing, Radicalisation & Extremism Including PREVENT Strategy, How to keep children Safe and Online Safety.

Copies of the certificates of completion will be retained on file by the school.

**Review Due:** November 2022.