

Community Primary School Hampshire



Governor Induction Policy

Adopted on:	May-25
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	May 27

Cherrywood Community Primary School

Governor Induction

The Governing Body believe it is essential that all new governors receive a comprehensive induction 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 time put into doing this is seen as an investment leading to more effective governance and the retention of new governors.

Aims of the Induction

- 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 children.
- To explain the partnership between the Headteacher, school and Governing Body.
- To provide information on the role and responsibilities of governors.
- To give background material on the school and any current issues it may have.
- To allow new governors to ask questions about their role and/or the school.
- To explain how the Governing Body works.
- To enable new governors to take a portfolio suitable to their skills.
- To encourage shared responsibility and an equitable contribution to the workload of the Governing Body

New Governors will, as soon as is practicable:

- Be welcomed to the Governing Body by the Chair.
- Be invited by the Headteacher to visit the school.
- Tour the school and meet staff and children.
- Receive an informal briefing on the performance of the school from the Headteacher.
- Be asked to complete a DBS check and registration of interests form.

- Informally meet with an existing governor who will then act as their mentor.
- Meet with their mentor before their first full governing body meeting to go through the agenda and paperwork and be accompanied to the meeting, if required.
- Review their first meeting with their mentor.
- Be provided with support to commence training and details of appropriate courses to attend.

New Governors will receive, or be provided with links to:

- Department for Education's Governance Handbook.
- Department for Education Keeping Children Safe in Education (KCSIE)
- The School's Website where key information can be accessed such as policy documents.
- Governor Hub, where information relating to the day-to-day operations of the Governing Body, such as Minutes of Meetings and the Governing Body Development Plan, and other important documents can be accessed.
- The School Improvement Plan.
- The Governing Body monitoring plan.
- The latest edition of the Local Authority's governor training programme.
- Details of the Governing Body's terms of reference.
- Dates and times for future governors' meetings.
- Details of how to contact the other governors on the Governing Body.
- Details of how to contact the school, including its e-mail address.
- Recent school newsletters.
- The latest Headteacher's Report.
- The Pupil Premium Plan.
- The Sports Funding Plan.
- The Safeguarding Action Plan.
- The latest Ofsted report.
- The most recent performance data.

- The governors' school visits policy.

A glossary of terms and abbreviations frequently used in education is included in this document.

Areas for discussion, which the Headteacher, Chair or mentor will cover with the new governor, should include:

- Background to the school.
- Current issues facing the school.
- Visiting the school.
- Child protection arrangements at the school and the governor's role in safeguarding these.
- The relationship between the Headteacher and Governing Body.
- An overview of the governor's role, including confidentiality.
- How full Governing Body meetings are conducted.
- Importance of giving apologies if unable to attend a meeting.
- How to propose agenda items
- Governor training.

Useful Web Links

[DfE Governance Handbook](#)

[DfE Keeping Children Safe in Education \(KCSIE\)](#)

[School Website](#)

[School OFSTED report](#)

[Governor Hub](#)

[Prevent training](#)

[HCC Governor Services](#)

Glossary of terms and abbreviations

Academy	Publicly funded schools that are independent of local authority control
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AfL	Assessment for Learning
AHC	Aiming High Champion
AHT	Assistant Headteacher
AL	Assessment Leader
Alternative Provision	Education for children of compulsory school age who cannot attend a mainstream or special school, who are disengaged from education or at risk of exclusion
ALP	Attendance Legal Panel
ARE	Age Related Expectations
ASC/ASD	Autistic Spectrum Condition/Disorder
ASP	Analyse School Performance
BM	Business Manager
CA	Cultural Ambassador
CAMHS	Child and Adolescent Mental Health Services
CEL	Curriculum Enhancements Leader
CiC	Children in Care, sometimes referred to as LAC (Looked After Children) or CLA (Children Looked After)
CL	Curriculum Leader
CPD	Continuing Professional Development
CSD	Children's Services Department

CT	Classroom Teacher
DBS	Disclosure and Barring Service
DfE	Department for Education
DDSL	Deputy Designated Safeguarding Lead
DHT	Deputy Headteacher
DSL	Designated Safeguarding Lead
DT	Designated Teacher for Looked After Children
EAL	English as an Additional Language
EHCP	Education Health and Care Plan
EMTAS	Ethnic Minority and Traveller Advisory Service
EOTAS	Education Other Than At School
EPS	Education Personnel Service
EWO	Education Welfare Officer
EYFS	Early Years Foundation Stage: comprises nursery and reception years
FFT	Fischer Family Trust: an education charity that conducts research and produces data for use by schools
FOI	Freedom of Information
FSM	Free School Meal
FTE	Full Time Equivalent
GDPR	General Data Protection Regulations
GPS	Grammar, Punctuation and Spelling
HIAS	Hampshire Inspection and Advisory Service: Inspectors and Teacher Advisors who assist with the delivery of the curriculum

HMI	Her Majesty's Inspector of Schools
HT	Headteacher
KS	Key Stages within the National Curriculum: KS1 comprises Years 1 and 2, KS2 comprises Years 3-6
ICT	Information and Communications Technology
ISDR	Inspection Data Summary Report: Ofsted report available for each school
INSET	In-service education and training for staff
Instrument of Governance	A legal document setting out the composition of the Governing Body
LAC	Looked After Child / Children: a child/children in local authority care or with a foster family
LA / LEA	Local Authority / Local Education Authority
LLP	Leadership & Learning Partner: appointed by Hampshire to provide challenge and support to schools
LSA	Learning Support Assistant
Maintained School	Schools maintained and funded by local authorities. They follow the national curriculum and rules on teacher pay and conditions. There are different sub-categories of maintained school: • Community Where the school is controlled by the local authority, with no influence from religious, charitable or business groups. The local authority is the employer and is responsible for admissions • Voluntary aided Where the governing board is the employer and is responsible for admissions. They are usually faith schools, and the religious group owns the school's land and buildings and has a majority of members on the governing board

	• Voluntary controlled Where the school has close links with a religious or other organisation that owns the land and buildings and has input into what the school does, except the local authority is the employer and responsible for admissions • Foundation Where the governing board is the employer and the admissions authority. The school's land and buildings are normally owned by the foundation. The foundation is usually non-religious, making it different to voluntary aided schools
MAT	Multi Academy Trust: a group of academies run jointly by one board of directors, working together as one entity to pool resources and improve standards across the trust.
MFL	Modern Foreign Languages
MLD	Moderate Learning Difficulty
MPR	Main Pay Range: structures incremental pay for teachers
NC	National Curriculum
NEET	Not In Education, Employment or Training
NOR	Number On Roll: the total number of pupils on the school's register
OFSTED	Office for Standards in Education, Children's Services and Skills
PAN	Published Admissions Number
PBS	Primary Behaviour Support Service
PLASC	Pupil Level Annual School Census.
PP	Pupil Premium: An extra sum of money from Government paid per pupil who has FSM or is a Looked After Child or a child of someone serving in the Armed Forces

PPA	Planning, Preparation and Assessment time
PPSG	Pupil Premium Strategy Group
PRU	Pupil Referral Unit
PSED	Public Sector Equality Duty
PSHE	Personal, Social and Health Education
QTS	Qualified Teacher Status
RAISEonline	Reporting and Analysis for Improvement through School Self Evaluation. A dataset co-owned and managed by DfE and Ofsted that provides interactive analysis of school and pupil performance data for school staff and governors
RE	Religious Education
RSHE	Relationship, Sex, Health and Economic education
RWI	Read Write Inc
RWM	Reading, writing and maths combined
SATs	Standard Attainment Tasks
SCR	Single Central Record
SEMH	Social, Emotional & Mental Health
SEN	Special Educational Needs
SEND	Special Educational Needs and Disability
SEN(D)CO	Special Educational Needs (and Disability) Co-Ordinator
SFVS	Schools Financial Values Statement
SIP	School Improvement Plan
SLD	Severe Learning Difficulties
SLT	Senior Leadership Team

TLR	Teaching and Learning Responsibilities
TOR	Terms of Reference
UPR	Upper Pay Range



Cherrywood Community Primary School

Governor Induction Checklist

	Responsible	New Governor to initial and date when completed
Activity		
Welcome to the Governing Body	Chair	
Complete DBS Check	New Governor / School	
Complete Declaration of Interests form on Governor Hub	New Governor	
Read Keeping Children Safe in Education (minimum Part 1 and Summary) and complete confirmation on Governor Hub	New Governor	
Undertake Prevent training and complete confirmation on Governor Hub	New Governor	
Read Governors' Code of Conduct and complete confirmation on Governor Hub	New Governor	
Undertake HCC "Welcome Programme for New Governors" E-Learning	New Governor	
Undertake HCC "An Introduction to Safeguarding" E-Learning	New Governor	
If applicable, undertake HCC "Parents as Governors – Getting it Right" E-Learning	New Governor	
If applicable, undertake HCC "Staff as Governors – Getting it Right" E-Learning	New Governor	
Undertake HCC "Ensuring Effective Governor Visits" E-Learning	New Governor	

Visit the school	Headteacher	
Tour the school and meet staff and students	Headteacher	
Received an informal briefing on the school	Headteacher	
Assigned governor who will act as mentor (where possible)	D&T Governor	
Held discussion with mentor	New Governor / Mentor	
Reviewed your first GB meeting with your mentor?	New Governor / Mentor	
Booked HCC Governor Induction Training	New Governor	
Completed a Governor Skills Audit	D&T Governor / New Governor	
Have you received?		
Latest Headteacher's Report	Clerk	
School Improvement Plan	Clerk	
Pupil Premium Plan / Sport Funding Plan	Clerk	
Minutes of the last Full Governing Body meeting	Clerk	
Governing Body Terms of Reference	Clerk	
Dates of future Full Governing Body meetings	Clerk	
Details of how to contact other governors	Clerk	
Details of how to contact the school	Clerk	
Local Authority training programme	D&T Governor	
Details of how to access Governor Hub	Clerk	
Details of how to access Hampshire Governors Services website	Clerk / HCC	
Have you been provided with information relating to?		
Background to the school	Headteacher / Chair	

Current issues facing the school	Headteacher / Chair	
Visiting the School	Headteacher	
Child protection arrangements (including who is school's designated safeguarding lead)	Headteacher	
Relationship between the Headteacher and Governing Body	Chair	

Name of Governor

Signed

Dated

Please retain original signed copy for your own records and forward a copy to the
Development and Training Governor