

Ysgol Heol Goffa



Governor Induction Policy

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Date written: Sept 2014

Date/s approved by Full Governing Body:

Date/s reviewed: Spring Term

Signed: *C Hopkins*

Headteacher

Signed: *O Jenkins*

Chair of Governors

Introduction

Thank you for agreeing to serve as a member of the governing body at Ysgol Heol Goffa the time you are giving, on a voluntary basis, to ensure that the children in the school receive a good quality education.

At Ysgol Heol Goffa, the governing body and the headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of topics.

We are committed to ensure that all new governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to a more effective governance and retention of governors. It is also important that new governors feel supported.

New governors will:

- Be welcomed to the governing body by the chair.
- Be invited by the headteacher to visit the school to experience its atmosphere and understand its ethos and values.
- Have the opportunity to tour the school and meet pupils and staff.
- Receive an informal briefing on the school from the headteacher and chair to explain:
 - Background of the school.
 - Current issues facing the school.
 - Visiting the school.
 - The relationship between the headteacher, the school and the governing body.
- Have the opportunity to meet informally with an existing governor who could then act as their mentor. They will explain how the governing body and its committee's work; *
- Be encouraged to join committee(s) of their choice.
- Be accompanied by their mentor to their first meeting (if required);
- Have the opportunity to review their first meeting with the mentor or the headteacher/chair.
- Be given background material on the school and current issues, including the School Development/Improvement plan.
- Be encouraged to ask questions and their role and/or the school.
- Be encouraged to access training, including Induction Training for Governors offered by the LA.
- Be supported with access to their HWB account.

*** Role of the mentor governor:**

- Giving an overview of the governor's role.
- Explaining how the governing body and committee meetings are conducted.
- Meeting prior to the first meeting, so that there is at least one person that the new governor will know.
- Going through the papers of the first meeting with the new governor, pointing out important issues for the school and helping with problems, such as jargon.
- Explaining the rules of the meeting, such as speaking through the chair.
- Helping the new governor to identify interests and skills that may be helpful to the governing body.

New governors will receive and be encouraged to read:

- Dates of future meetings of the governing body.
- List of governing body members and responsibilities i.e. committee members, link governors etc.
- Details of how to contact the school.
- Details of the governing body committees and their terms of reference.
- Copies of the minutes of the last two full governing body meetings.
- Governor visits to school policy.
- Copy of the latest budget report.
- Latest headteacher report to the governing body.
- School Prospectus.
- List of staff members and their responsibilities.
- Latest Annual Report to Parents.
- Latest Inspection Report and Action Plan.
- School Development/Improvement Plan.
- School Self-Evaluation Report.
- Current school holiday schedule/calendar of events.

Other helpful documents

- School Governors Guide to the Law
<https://beta.gov.wales/school-governors-guide-law>
- Induction Training
<https://beta.gov.wales/induction-training-school-governors-guidance>
- Training for Governors: understanding school data
<https://beta.gov.wales/induction-training-school-governors-guidance>
- Local Authority Governor Training