

The Mill Academy Induction Policy for new governors.

The Headteacher and Governing Body 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

Principles

- Induction will be seen as an investment, leading to more effective governance and retention of governors.
- It will be welcoming, informative and helpful in getting a feel for the role.
- It will promote the partnership between the Headteacher, Governors, staff, parents, pupils and St. Mary's Academy Trust.
- It will offer a generic introduction which leads on to specific areas of responsibility.

The Process will:

- Welcome new governors to the Governing Body to enable them to meet other members;
- Encourage new governors to visit the school to experience its atmosphere and understand its ethos;
- Allow new governors to meet the Headteacher, staff and children;
- Explain the partnership between the Headteacher, school and Governing Body;
- Explain the role and responsibilities of governors;
- Give background material on the school and current issues;
- Allow new governors to ask questions about their role and/or the school;
- Explain how the Governing Body and its committees work.

The various tasks in the induction process will be shared between the Chair, the Headteacher and other members of the Governing Body, with a clear, relevant and fair allocation of responsibilities to appropriate people.

Those involved in delivering the induction process will need to have an agreed programme, in order to avoid duplication and omission of key elements of the process.

In order to fulfil the process the following steps will be taken:-

- 1. The Chair of Governors sends a letter/card welcoming the new governor to the team and offering him/her the opportunity to meet before the first formal governing body meeting.**
- 2. The Headteacher invites the new governor to visit the school to meet the pupils and staff, and receive an informal briefing on the school covering current issues facing the school, protocol for visiting the school and anything else which is felt appropriate at the time.**
- 3. An experienced governor is appointed to be a mentor for the new governor.(see appendix 2)**
- 4. When a new governor attends his/her first meeting, the Chair of Governors welcomes and introduces him/her to the other governors. Governors are asked to introduce themselves and describe any particular roles they have on the Governing Board. The new governor is given the opportunity to say something about his/herself. All governors will display a name card to aid the new governor.**
- 5. The new governor is given the opportunity to attend and observe committee meetings before making a decision about which committees she/he might like to join.**

Documents to be used in induction process

New Governor Checklist (Appendix 1)

Role of Governor Mentor (Appendix 2)

Sample welcome letter from Chair of Governors (Appendix 3)