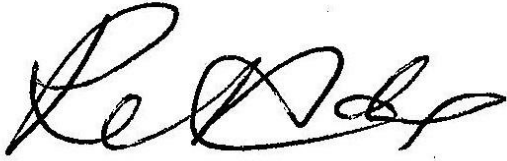



Stickland's CE VA Primary School Governor Induction Policy October 2025

Adopted date:	October 2025
Signature of Headteacher:	
Signature of Governing body:	
Next review date	September 2027

The Board of Governors will appoint a new Governor Mentor on an annual basis in order to give information and provide support for all New Governors (NGs).

Role and responsibilities

- Co-ordinate, on behalf of the GB, the effective induction of New Governors. •

Be available as a first point of contact for NGs.

- Liaise with the school, the Clerk and Governor Services to ensure that NGs receive the information the law requires they must have.
- Liaise with the Chair and the Headteacher to ensure that NGs are invited to visit the school and meet staff and pupils, within 4 weeks of appointment.
- Encourage frequent school & classroom visits and attendance at social functions.
- Arrange an initial meeting between the NG, Headteacher and Chair of Governors - this should include an overview of the school's activities and vision, sighting and explanation of the School Action Plan (SAP) and Self Evaluation Plan (SEF) and discussion of any current key issues.
- Help NGs to prepare for meetings by explaining the agenda items and discussing accompanying papers.
- Encourage NGs to attend Governor training courses.
- Show the NG where to access relevant Governor information.
- Help the NG and the GB to select appropriate committees for NGs, meeting their interests and using knowledge and skills effectively.

- Meet NGs to evaluate their first year in office.
- Prioritise the initial list of reading for NGs to ensure that they are not overloaded with new information all at once.
- All governors MUST complete Safeguarding training within 3 months of being appointed. •

Read KSIE 1 & 2 and confirm they have done so.

New Governors will be given an induction pack which will include:

- A. Minutes of the previous two GB meetings
- B. Name, address, email, Tel No of every Governor
- C. Staff list with responsibilities
- D. Dorset - Governor Services Governors' Data Information form
- E. NGA Declaration of Interests
- F. Dorset Council Governor Code of Conduct
- G. Last two Chair of Governors' newsletters to Governing Body

New Governors will be directed to the school website to look at and read:

- A. School Prospectus
- B. Up to date statement of policies
- C. The school's Instrument of Government
- D. A copy of the Governing Body Standing Orders
- E. Guidance notes on visiting the school

New Governors will also be directed to:

1. Direction to NGA Governance handbook

<https://www.nga.org.uk/knowledge-centre/governance-handbook/>

2. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf