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New Governor Induction Policy

Our Purpose

At Murray Park School, the Governing Body and Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. We are committed to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to more effective governance and retention of governors.

We want to make new governors feel welcome to their governing body.

New governors will:

- be welcomed to the Governing Body by the chair
- be invited by the Headteacher to visit the school
- have the opportunity to tour the school and meet staff and children
- receive an informal briefing on the school from the Headteacher to explain the partnership between the head teacher, school and governing body
- have the opportunity to meet informally with an existing governor who will then act as their mentor. They will explain how the Governing Body and the committees work
- be encouraged to join a committee(s) of their choice
- be accompanied by their mentor to their first full governing body meeting (if required)
- have the opportunity to review their first meeting with the mentor
- be given background material on the school and current issues be given a copy of the School's Data Protection Policy to understand Governor's data protection responsibilities be given a copy of 'GDPR – Guide for Schools'
- be encouraged to ask questions about their role and/or the school
- be encouraged to access training including Induction training for governors.

New governors will be encouraged to read:

- The Department for Children, Schools and Families "Guide to the Law for Governors"
- School Prospectus
- Ofsted Report
- School Improvement Plan
- Last Headteachers report to Governing Body
- List of staff, responsible areas and job titles
- The Derby City Education Service induction pack and Governors' handbook
- Governors additional statutory obligations in terms of school managed building projects
- List of governors names and responsible areas (committee member etc)
- Map/Plan of the school
- List of School Holidays
- Copy of the minutes of the last two governing body meetings
- Copy of the school budget

- Copy of the latest school newsletter
- Dates of forthcoming governing body meetings and committees

Areas that the Headteacher will cover should include:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and Governing Body