

ADVICE TO CLERKS: INDUCTION MATERIALS FOR NEW GOVERNORS

When a new governor is appointed, the LA will send an induction pack to him/her which includes information and advice of a general nature. It is good practice, at the same time, for the clerk, to provide some additional information which will give a new governor insight into the workings of your school and its governing body.

By providing background information about your governing body and how it works, you can help the new governor to be effective from an early date. It is also important to provide information about the school, particularly if the new governor has not already had close day to day contact.

If you do decide to put a pack of induction information together, you may wish to include the items below, depending on their appropriateness to your governing body.

- Governor's calendar of meetings and other events
- School Diary - future events, meetings, etc.
- Minutes of recent Governing Body meeting(s)
- Current School Development Plan
- Governing Body Committee Structure
- Terms of reference of committees
- Code of conduct of governing body
- Plan of school
- Staff list & staffing structure
- Copy of latest school newsletter to parents
- Ofsted report and action plan, if school recently inspected
- Information on where files are to be found in school
- How to access the governors virtual office if used.

The Clerk must also ensure that all new governors complete

- o Declaration form to say that they meet the qualification criteria of a governor,
- o Business interests form,
- o Complete an enhanced DBS (Disclosure and Barring Service).