



**CASTLEFORD
PARK JUNIOR ACADEMY**

Governor Induction Policy

**Castleford Park Junior Academy
September 2017**

Review Date : Sept 2019

Governor Induction Policy 2017

Being a Governing Body Member is a valuable job role to school leaders and as such, it is important that new members receive a comprehensive induction package in order that they feel supported, valued and are able to fulfil their role with confidence. The process is an investment – leading to more effective Governance and better retention.

Purpose

- To welcome and enable all new Governors to meet other members and key school staff
- To encourage new Governors to visit school, understand its atmosphere and ethos and meet the pupils
- To explain the roles and responsibilities required of the new member and the importance of partnership with the school
- To give background material on the school, current issues and successes and to allow the new member to ask any questions they have
- To explain how the Governing Body and its committees are established and allow new Governors to express an interest in specific roles available

In order to achieve this we will:

- Invite the new Governor to school to meet relevant personnel and be introduced to a mentor
- Give a tour of the school and informal briefing giving key details about the school by the Headteacher (including background, current issues, visiting the school, key priorities to achieve school's vision)
- Meet with their mentor before the first Governing body meeting to discuss the structure of the meeting and answer any questions the new member may have; and meet with their mentor again to review the meeting at a suitable point afterwards
- The Mentor will also discuss: An overview of the Governor role, how Governing Body and Committee Meetings are conducted, how to propose agenda items and how to become involved in Governor training
- Organise for an opportunity to attend Wakefield Governor Services 'New Governor Induction Course' within the first year of Governorship
- Plan suitable training opportunities throughout the year after the annual skills audit

New Governors will receive:

- Monitoring visit and Governor induction policy
- Key school policies
- Details of the Governing Body Committee terms of reference
- The Governing Body's code of conduct and commitment agreement
- Details of the yearly calendar of meetings and contact details for all Governors
- Details of how to contact the school and a calendar of school events
- Recent school newsletters, Head teacher reports and website access
- Access to: The current School Development Plan and SEF; the latest Ofsted Inspection report; The Ofsted Data Dashboard for the school and latest data documentation; the school visits policy and monitoring policy

Written: September 2017

Review Date : September 2019

Signed  _____
Miss K. Law Headteacher

Date: Sept 2017

Signed  _____
Mrs S. Churm Chair of Governors

Date: Sept 2017