

New Governors Welcome Checklist

Purpose:

- To welcome new governors to the governing board and enable them to meet other governors and members.
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To meet the headteacher, staff and children.
- To explain the partnership between the headteacher, school and governing board.
- To explain the role and responsibilities of governors.
- To give background material on the school and current issues.
- To give new governors an opportunity to ask questions about their role and/or the school.
- To explain how the governing board and its committees work.
- To allow new governors to join the most appropriate committee(s).

New Governors will:

- Be welcomed to the governing board by the chair.
- Be invited by the headteacher for an introductory meeting and tour of the school.
- Have the opportunity to meet informally with the chair.
- Have the opportunity to review their first meeting with the *chair/mentor/buddy*.

New Governors will receive an Induction Checklist outlining information to be provided and action required during the first few months in the role. Information will be provided in various formats (paper, online, verbally) and will be annotated as received/actioned on the checklist.

New governors will receive a welcome letter from the clerk on behalf of the governing board and a pack of information with a copy or access to the following documents:

- Governor details form, governing boards may use as part of pre-appointment checks.
- Register of Business/Pecuniary Interests
- List of current governors and contact details (*if individuals have given consent*)
- Code of Practice/Conduct
- List of meeting dates
- Instrument of Government/Copy of Academy Trust Articles of Association
- Minutes of the last two governing board meetings
- List of committee membership, with terms of reference
- The Department of Education link to access the 'Governance' Handbook'
- School Prospectus (*if applicable*)
- Details of The Governor Support Service termly training and development courses

- Contact details for the school
- A calendar of school events
- Recent school newsletters
- Access to or a copy of the School Development Plan
- Access to or a copy of the last Ofsted report (and action plan if appropriate)
- Details of how to access all school policies
- Access to the school self-evaluation
- Plan of the school
- School staff list including subject areas
- Schools visitor policy
- Link to school website *(if applicable)*

Areas that the headteacher brief will include:

- Background to the school
- Current issues facing the school
- Visiting the school *(you may have a policy in place to make reference too)*
- The relationship between the headteacher and the governing board

Areas that the *chair/mentor/buddy* brief will include:

- An overview of the governors role
- How the full governing board and committee meetings are conducted
- Governors responsibilities regarding pecuniary interests
- How to propose agenda items
- Governor training

New governors will be asked to complete and sign the Induction Checklist

The Link Governor *(if you have one)* will provide support and information as required and will be responsible along with the new governors for ensuring the Induction Checklist is completed. A copy of the completed checklist will be kept in school and the original retained by the governor.

New governors will be required to apply for an Enhanced Criminal Record Certificate.

INDUCTION CHECKLIST

Please indicate when you have: -	Completed	Date
Been welcomed to the governing board by the chair		
Met with the headteacher for an introductory meeting and tour of the school		
Met informally with the chair or an existing governor		
Applied for an Enhanced Criminal Record Certificate		
Completed the 'Governor Self Declaration Form'		
Reviewed your first meeting with the chair/governor (if required)		
Completed the Governor Support Service 'Introduction to Governance' course		
Been allocated a 'buddy'		
Completed Safeguarding E-learning		
Completed Channel Awareness E-learning (Prevent Duty)		
Please indicate when you have received: -	Completed	Date
The Department of Education link to access the 'Governance' Handbook'		
School Prospectus (if applicable)		
Details of the governing board committees including their terms of reference		
Details of the Governor Support Service governor training programme		
Dates for future governors meetings		
Copies of the minutes from the last two full governing board meetings		
Details of how to contact other governors		
Contact details for the school		
A calendar of school events		
Recent school newsletters		
Access to or copy of the School Development Plan		
The latest OFSTED report (and action plan if appropriate)		
Details of how to access all school policies		
Plan of the school		
School staff list including subject areas		
Schools visitor policy		
A copy of the Instrument of Government (maintained schools only)		
A copy of or access to The Articles of Association (Academies)		
Code of Practice/Conduct		
Link to the school website		

Sample