

JOHN TAYLOR MULTI ACADEMY TRUST



New Governor Induction Policy for use within John Taylor MAT schools

Reviewed:
LGB Procedures:

September 2019
No

The John Taylor Multi Academy Trust Board believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new governors are given the necessary information and support to fulfil their role with confidence in our Local Governing Bodies. The process is seen as an investment, leading to more effective governance, the retention of governors, and succession planning for future committee Chairs, Chairs of LGBs and potential directors of the Trust.

PURPOSE

- To welcome new governors to the Governing Body and enable them to meet other governors
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher/Head of School and staff
- To explain the partnership between the Headteacher/Head of School, school and Governing Body
- To explain the role and responsibilities of governors
- To give background material on the school and current strengths and key issues
- To allow new governors to ask questions about their role and/or the school
- To explain how the Governing Body and its committees work

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher/Head of School to visit the school
- Have the opportunity to tour the school and meet key staff
- Receive an informal briefing on the school from the Headteacher/Head of School
- Have the opportunity to meet informally with an existing governor who will then act as their mentor for the first 6 months
- Be accompanied by their mentor to their first Governing Body meeting (if required)
- Have the opportunity to review their first governors' meeting with the mentor

New governors will receive:

- The Department for Education Governors Handbook and Competency Framework
- The Code of Conduct for Local Governing Bodies
- Current version of Keeping Children Safe in Education document
- The school prospectus
- Details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committees and Governor Conference
- Details of how to contact the other governors
- Details of how to contact the school including the e-mail address
- A calendar of school events
- Recent school newsletters
- Username and password for the LGB Portal

New governors are also recommended to read:

- The School Improvement Plan
- The latest Ofsted report and action plan
- Policy and procedure documents relevant to committee membership or link governor roles
- The MAT Strategic Plan
- The MAT School Improvement Strategy

- Governor Training Section of the National Forest Teaching School CPD offer for the current year.

Areas that the Headteacher/Head of School will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher/Head of School and the Governing Body
- Governor training

Areas that the mentor will cover include:

- An overview of the governor's role
- How the committee meetings are conducted
- How to propose agenda items
- Declarations of interest
- Dealing with confidential items and materials