

INDUCTION CHECKLIST FOR NEW GOVERNORS

Listed below is key documentation that would enable a new governor to gain an understanding of the school and the role of school governors, some of which may be available on the school's website.

Name of Governor:

Document	Governor made aware of document <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Governor received copy of document <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DfE Governance Handbook		
DBS and Section 128 Check for governors		
The Governing Body's Code of Conduct, Principles and Procedures to sign		
Business and Pecuniary Interests Form		
List of staff and their responsibilities		
The School Prospectus		
Plan of the school (including a tour if appropriate)		
Minutes of the two most recent governors' meetings		
Two most recent headteacher reports to governors		
List of governors, committee membership and link governors		
Committee structure and terms of reference		
Dates of future meetings and venue details		
The School Development Plan (SDP) and/or Action Plan		
The school's last Ofsted Inspection report (online)		
The current version of the Self Evaluation form (SEF)		
A summary of the school's Pupil Performance data and key performance targets for the school		
The last Audit report		
An explanation of and a copy of (optional) the School Budget Plan		
DfE School and College funding and finance website		
Safeguarding <ul style="list-style-type: none"> • DfE Safeguarding Keeping Children Safe in Education (KCSiE) • School's Policy 		
The scheme for the financing of schools (available on the Shropshire Council website) Annex A: The Funding Framework: main features Annex D: 'Whistleblowing'		

Headteacher

Date