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| **Induction, Support and Training for New Governors** |

All governing boards need to plan for recruitment in order to ensure that vacancies are swiftly filled. Once they are recruited new governors should be supported to effectively engage with their role.

**Support from Governor Services if it acts as clerk to governors:**

A Welcome to Governance’ pack that includes:

* A copy of CPD training opportunities provided by Governor Services
* A copy of the School’s Instrument of Government
* A copy of the School’s Constitution
* A copy of the Code of Conduct for school governors
* A copy of the National Governors’ Association ‘Welcome to Governance’ publication which is a guide for newly appointed governors of state schools.

**School induction:**

The Chair and the headteacher arrange to meet with the new governor for them to go through school-specific information, sign the governors’ code of conduct and to contextualise information received from the Service. This meeting could take place immediately prior to the new governor’s first governing body meeting or, if time allows, during an arranged visit to the school.

New governors should also expect to receive a number of documents from their school such as:

* The school prospectus (if applicable)
* Recent school newsletters.
* A calendar of meeting dates and school events for the academic year.
* School improvement plan (SIP).
* The school’s latest Ofsted report.
* The school visits policy.
* The school’s login password to the Shropshire Learning Gateway.
* A copy of school CPD training and development

**Top Tips for New Governors** (to consider in the first year in office)

* Always consider the best interests of the school.
* Get to know your school, speak to the head teacher, the chair and the clerk.
* Remember you are equal to all governors.
* Remember decision-making is corporate, bring your view, but abide by the corporate decision.
* Ask for a mentor governor as a first point of contact.
* If you are a member of a committee be familiar with its terms of reference.
* Attend training where possible.
* Prepare well for all meetings.
* Find out about confidentiality.
* Remember you have no power, responsibility or liability as an individual.
* Your volunteer status means getting summaries - don’t allow governance to become a full-time job!
* Remember the governing board steers, the head teacher manages.
* Don’t be part of decision-making where a personal interest or occupation allows you to become biased - declare the interest and withdraw.
* If you don’t feel you have enough information to make a decision then say so - remember you can abstain.
* Don’t bring up issues about your own children at governing board level.

For further information about governor induction, please contact your clerk to governors or chair of governors.

**What would put a new governor at his/her ease before the first meeting?**

* An opportunity to meet governor colleagues in an informal way – perhaps over a cup of tea before the meeting.
* For governors to introduce themselves at the start of the meeting and for name ‘plates’ to be provided in order to identify members of the governing body and their governor category.
* An experienced governor could be assigned to ‘mentor’ the new arrival and the Chair could allow ‘low level disruption’ during the meeting i.e. allow the mentor to whisper explanation of what was happening in the meeting.

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