



St. James' Church of England Primary School

**'Building One Faith, One Family,
Our Future'**

Governor Induction Policy

Rewritten by Vicky Brown – Autumn 2023

Approved by Governors - Autumn 2023

Review date – Autumn 2025

Foundation, Vision and Intent

St James' Lower Darwen

Church of England Primary School



"Building One Faith, One Family, Our Future."

"We offer a holistic curriculum that champions our community and is aspirational."

PERSONAL DEVELOPMENT

through

ENRICHMENT

THE NATIONAL CURRICULUM

SKATS

FORGIVENESS

COMPASSION

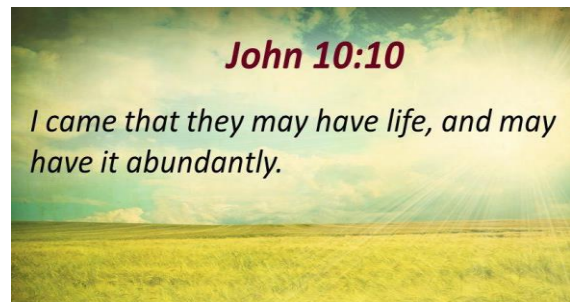
LOVE

TRUTH

JUSTICE

Jeremiah 29:11

John 10:10



We want our children to know that **God has a plan for them** that means **they live their best life possible.**

Each **policy** and procedure within school, alongside the ongoing **curriculum** delivery, our **SKATS** programme, **enrichment** and the **spiritual development** offered to our families through Worship, RE and our links with Church, work towards making this happen

At St James' we believe a well-planned induction programme helps new governors and trustees to become familiar with their school and what their role entails.

Responsibility for overseeing induction should be allocated to individual(s) such as the governance mentor, school business manager, or a member of the senior leadership team.

The most effective induction programmes take into account the knowledge, skills and experience of new board members so this is a guide as to the support on offer for a new governor here at St James' and the induction can be adapted accordingly.

Step 1. Introductory visit and meeting

The new or even potential governor would be invited into school at the earliest opportunity to:

- be welcomed by the chair and the headteacher
- have a guided tour, experience the culture, meet staff and talk to pupils
- complete preliminary tasks such as appointment verification, data collection forms or a photograph for the website

At this point, school would discuss any support that the new board member may need to participate fully. Any individual needs and circumstances, such as caring responsibilities, disabilities and religious observances, will be discussed so that school can support accordingly.

Step 2. Support prior to the first meeting

It is hoped that the Governor induction programme here at St James' should help new board members to make meaningful contributions during meetings as soon as possible.

To help prepare new governors, it our intention that we provide:

- an opportunity to observe a meeting before being expected to contribute
- have access to meeting papers
- examples of types of questions asked during meetings

Post the initial meeting the CofG, or the chair of that committee, will catch up with the new governor to ascertain their thoughts and a plan to move forward.

Step 3. Introduce other contacts

Introduce the new governor to:-

- the clerk to the board and the SBM, to talk through meeting arrangements, administration matters, such as the register of interests, and access to board papers

- committee chairs and relevant link governors to help explain committee responsibilities
- a mentor assigned to help guide the new board member in the first few months of their role (an experienced governor or trustee who can help answer questions)

Step 4. Provide essential information

Key information will be supplied to new members in a way that is easy to navigate. The governors here at St James' can access board documents and contextual information via a digital file sharing platform, Governor Hub.

The clerk to the governors will be asked to provide the new governor with appropriate login details.

As part of becoming a new governor there are certain documents that need reading and compliance acknowledging. These need to be acknowledged on Governor hub these include:

- Data collection information
- Safeguarding documentation e.g. DBS and Section 128 checks
- Safeguarding training
- Governor code of conduct
- Register of pecuniary interests

As a school we provide a governor role description so that governors are aware of their strategic responsibility.

St James' School adopts a code of conduct from Blackburn Diocese which sets out the professional standards required. New members should agree to follow the board's code of conduct on being appointed.

The current context and priorities

The current context, school overview and priorities will, in due course, be shared with the recently appointed governor

- a prospectus or website link to information including mission, vision and values
- the current strategy document (that references the school/trust improvement priorities)
- a high level summary of performance standards/pupil outcomes in the school/trust

How governance works in the school

The following documents and resources will help give new board members a clearer idea:

- a calendar of meetings for the year, including key dates such as strategy days
- details of the governing board's committees and their terms of reference
- the instrument of government or articles of association and scheme of delegation or delegation planner
- the most recent governing board self-evaluation or facilitated review

Step 5. Signpost induction training

St James' C of E Primary school believes that everyone who is new to school governance should attend an induction training course. This is usually provided by the local authority and/or the diocese.

As a minimum, the training must result in a clear understanding of what governance is. All governors and trustees must also undertake safeguarding training (that includes online safety). The school DSL will ensure that this forms part of induction and takes place regularly thereafter.

New governors and trustees should take responsibility for undertaking induction training. The governing body also sources a range of training and governors are actively encouraged to partake in training appropriate to their role.

Any courses signposted to or undertaken should be monitored and impact reviewed. A skills audit will help to identify and prioritise further areas of development for the new board member.

Developing skills and knowledge beyond induction

New volunteers should remain proactive in developing governance skills and knowledge. We recommend prioritising training and support in key areas of responsibility, such as financial governance or safeguarding, before exploring wider areas.