



Induction Policy for New Governors

1. A new Governor is appointed using the appropriate procedures. These procedures are overseen by SGSS to ensure correct protocol followed.
2. The Chair of Governors, Mr Russell Bell, will make contact via letter to welcome the newly appointed person to the Governing Body.
3. The Chair will then make telephone contact to speak to the newly appointed Governor to introduce himself and arrange a mutually convenient time to meet at the school.
4. The Chair will meet the newly appointed Governor, introduce them to the Headteacher and staff and conduct a short tour of the school. At the meeting, the newly appointed Governor will be made aware of the following documentation:
 - The School Prospectus
 - Previous Ofsted inspection report
 - Minutes of most recent Governing Body meetings

- RAISE
 - Summary of most recent SATs results
 - School Improvement Plan
 - List of school staff and Governors' responsibilities
 - Dates of relevant meetings and school events
 - A copy of "A Guide to the Law for School Governors" (sent out by SGSS).
5. A time will be agreed should the newly appointed Governor wish to go through the papers with the Chair prior to the full Governing Body meeting.
 6. The newly appointed Governor will meet the Chair 10 minutes prior to the meeting. He will welcome the new Governor and at the meeting do formal introductions to the rest of the Governing Body.

