

# Welburn Hall School New Governor Induction Policy



Document Status			
<b>Date of Next Review</b>	September 2026	<b>Review by:</b>	<i>FGB 1st Meeting All governors</i>
<b>Success Criteria for review completion</b>	Effective governance	<b>Responsibility</b>	<i>Chair of Governors</i>
<b>Date of Revised Policy Adoption by Governing Body</b> 2/12/25		<b>Signed</b> 	
<b>Method of Communication (e.g. Website, Noticeboard etc)</b> Website and E-mail			

The Governing Body and Headteacher 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 ensuring that new governors are given the necessary information and support to fulfil their role with confidence.

This process is seen as an investment, leading to more effective governance and retention of governors.

## PURPOSE

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher, staff and pupils
- To explain the partnership between the Headteacher, school and Governing Body
- To explain the role and responsibilities of governors
- To give background material on the school and current issues
- To allow new governors to ask questions about their role and/or the school
- To explain how the Governing Body works
- To allow new governors to take on specific responsibilities of their choice

### New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit the school
- Agree any areas of specific responsibility with the Chair
- Have the opportunity to discuss their role, the operation of the GB or their induction with the Clerk to Governors (this is highly recommended).
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Headteacher
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full Governing Body meeting (if required)
- Have the opportunity to review their first meeting with the mentor

### Essential Initial Information

New governors will receive the 'New Governor induction pack' which includes information on, or where to find, the following essential reading:

Appointment letter from Clerk	Clerk is Penny Fenton
Mentor Governor contact information	Appointment letter
Calendar of meetings for GB	Appointment pack / Website
GB Structure Document	Appointment pack / Website
GB Contact List	Appointment pack / Website
GB Action Plan for the upcoming year	Appointment pack / Website
Governor Visit Policy and form	Appointment pack / Website
Governor Induction Policy	Appointment pack / Website
Governor Allowances Policy	Appointment pack / Website

Governing Body Self-Evaluation document	Appointment pack / Website
Governor Skills audit	Appointment pack / Website
Governor Eligibility form and Register of Business Interest forms	Appointment pack/Website
The School Improvement Plan (SIP)	Appointment pack / Website/headteacher
Instrument of Government	Appointment pack / Website
School Information	<a href="http://www.welburn-hall.n-yorks.sch.uk">www.welburn-hall.n-yorks.sch.uk</a>

### Essential Ongoing Information

- [Clerk to Governors](#)
- [Department for Education website](#)
- [National Governance Association](#)
- [CYPS](#) Info- the website for early years, schools and children's services professionals in North Yorkshire

### Areas that the Headteacher will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and Governing Body
- DBS safeguarding checks

### Areas that the mentor will cover include:

- An overview of the governor's role
- How the full Governing Body meetings are conducted
- How to propose agenda items
- Governor training

### Areas the Chair or Vice Chair will cover include:

- Governor eligibility and declaration of business/personal interests
- Discussion of new governor skills and interest areas
- Allocation of areas of specific responsibility to the new governor
- Outline of priorities and current issues
- Overview of school strategy