



STEP Academy Trust

Governor Induction Policy

Date of Policy: December 2015

Review: December 2018

This Policy has been agreed by STEP Academy Trust Board of Trustees and applies to all member Academies.

STEP Academy Trust recognises the importance of having a strategy to recruit and induct new governors to each Academy and to its' Strategic Governing Body. Publicising the role of the Strategic Governing Body and keeping key stakeholders informed of the work being undertaken can help to demystify the role. Providing opportunities for prospective governors to sit in on a governors' meeting (excluding confidential items) can give an indication of what is involved.

Aim

This Policy is designed to provide support from STEP Academy Trust, the academy and Strategic Governing Body to help governors settle in to their role. That may help to persuade those who may be concerned that they may lack relevant skills.

The strategy for inducting governors will be informed by the use of exit interviews.

The Clerk has an important role to play in introducing the new governor to the work of the Strategic Governing Body and the Head Teacher also has a crucial role to play in helping new governors to understand the unique context in which they will be working.

The Chair of the Strategic Governing Body will:

- Allocate an experienced governor to mentor each new governor, eg the Vice Chair of the Strategic Governing Body. The mentor will co-ordinate the induction;
- Agree with other governors the key documentation that would enable a new governor to gain an understanding of the Academy and the role of governors;
- Ask the Clerk to create a file containing all the agreed documents (see Appendix) in time for the meeting of new governors and their mentors.

Ideally before the first full Strategic Governing Body meeting, the mentor will meet the new governor(s) and take them through the pack explaining the significance of each document.

STEP Academy Trust will review at regular intervals what documentation will be provided and at what stage, so that new governors are not overwhelmed.

In addition to outlining the contents of the file, the mentor will cover in that initial meeting:

- The areas of work covered by the Strategic Governing Body and will encourage the new governor to take his/her time to consider where s/he might like to focus;
- The purpose of the Governor's Profile;
- The value of attending training for new governors.

Following that initial meeting, the Head Teacher will invite each new governor to the Academy to meet with him/her, tour the Academy and be briefed on current priorities. This is important even if the new governor is already familiar with the school – for example as a parent. Being a governor brings different responsibilities.

APPENDIX

Documents should be collated by the Clerk and if, following the briefing meeting, the new governor has questions, s/he should be advised who to contact.

Item	Refer to
List of governors with a note of any agreed 'specialisms'	Clerk
The most recent Ofsted report	Mentor
Committee terms of reference	Clerk
Minutes of the two most recent full LGB meetings	Mentor
Two recent reports written by the Head Teacher for governors	Mentor
Dates of future meetings, events and location details	Clerk
Governor's profile/skills audit form	Clerk
Policies checklist	Clerk
Statement of safeguarding principles and statement	Clerk
Governors' Visits Policy	Mentor
Most up-to-date SEF	Mentor
Academy Improvement Plan	Mentor
Latest school performance tables and Data dashboard	Mentor
STEP Complaints Policy and information on how to access all the Academy's statutory policies (STEP and Academy website/Fronter)	Mentor
List of staff and their responsibilities	Clerk
Articles of Association, Scheme of Delegation and Funding Agreement	Clerk