

Governor Induction Policy

King Edward Primary and Nursery School



REVIEWED: May 2022
NEXT REVIEW: May 2024

Approving body	Strategic Committee
Date approved	23 May 2022
Supersedes	February 2020
Consultation undertaken	✓
Complies with Equality Act	✓
Supporting policies	Staff Induction Policy
Review date	May 2024
Lead person	S Bridges
Signed	

NEW GOVERNOR INDUCTION POLICY AND PROCEDURE

Introduction

King Edward Primary and Nursery School believes that 'school based induction' (and continuing professional development) for new governors is essential as it ensures that each governor develops their confidence and skills/knowledge, and is equipped to undertake their duties on the full governing body.

In the long term, it is anticipated that the time spent in providing a good school based induction (and CPD) will positively influence the retention of knowledgeable, confident and committed governors for the school.

Recruiting New Governors

Induction is a phased process beginning at the recruitment stage. All individuals seeking a position on the governing body of the school will be sent an information pack (by the school) to include:-

- Governor role profile (to include category of governance, meeting commitment, Governors Code of Conduct)
- School Improvement Plan
- Governors' Action Plan

The Induction Programme

On appointment of all new governors they will receive an induction tailored specifically to their individual needs delivered by the following people:

- The Headteacher – Makes initial contact and invites the new governor into school for a tour of the school and to receive the induction handbook.
- The Chair of Governors – Sends a welcome letter and introduces the new governor to all governors at the first meeting.
- The Mentor – Makes contact with the new governor and discusses what kind of support they would like.
- The Training Co-Ordinator – Makes contact and ensures that the new governor has received the support as described in the policy and to monitor the induction process.

On Going Induction/Continuing Professional Development

Each governor as part of their commitment to their role must take responsibility for their own further learning, development/training. Nottinghamshire LA Governor Services provide a programme of training and the school can provide coaching opportunities. There is a requirement to complete annual Safeguarding training. Feedback /reports from training is given at the full governing body meetings.

New Governor Profile Record						
Full Name				PICTURE		
Address						
	Postal Code					
Home Tel. No.				Work Tel. No.		
Mobile Tel. No.				Email Address		
Do you have children in school?** (Please delete as	Yes / No	Which Year Group(s)?		How would you describe your ethnicity?		
What are your particular areas of interest and skills? (e.g. in schools, work, voluntary, hobbies)						
When were you appointed as a Governor?			Governor Type**	LA	Parent	Staff
Describe the induction and / or support you received on your appointment to the Governing Body						
Members of which committees? (Please tick any that are relevant)	Finance & General Purpose			Strategic Development		
What do you feel are the main skills / knowledge and / or strengths you offer to the governing body?						
What governor training / learning opportunities have you accessed to date?						
What future training / learning do you feel you will need?						

Data Protection – All information provided will be treated in confidence, in accordance with GDPR 2018 and may be used for the purposes of contact to assist the allocation of members to named governor roles, committees, or working groups as representatives of the governing body or for the purposes of consultation in your role as governors.

School Based Induction Programme For New Governor Monitoring					
Details of New Governor					
Mr/Mrs/Ms/Miss/Dr (Please delete as applicable)	Full Name				
Date of Appointment to Governing Body		Date Induction Completed		Induction Undertaken By	
Checklist					
Task			Who's Responsible	Date Completed	
Recruitment Information Pack (given to all applicants)			Headteacher		
Explanation of governors role and Governors Code of Conduct			Headteacher		
New Governor is elected or appointed					
Name and Address is given to Chair of Governors Training Co-ordinator notified of newly elected / appointed governor			Headteacher		
First Contacts					
Contact Made, Tour of School, Mentor			Headteacher		
Induction programme information pack given and explained			Headteacher / Training Co-ordinator		
Pack to Include: Handbook			Training Co-ordinator / Headteacher / Chair / Mentor		
Task			Who's Responsible	Date Completed	
Interim Induction Programme					
Letter of Welcome / Contact from the Chair of Governors			Chair		
Induction of Mentor			Training Co-ordinator / Chair		
Information about School Governorship			Training Co-ordinator / Mentor		
National Induction and Accessing Continuous Professional Development			Training Co-ordinator		
Attention drawn to Nottinghamshire LA governor support services Nottinghamshire Association Governors (NAG's), National Association of School Governors			Training Co-ordinator / Mentor		
Overall views of the new governor on the induction programme					

***New governor welcome letter or script for first phone or email contact.
(Amend as appropriate)***

Dear

We are very pleased to welcome you to our governing body.

The date of our next meeting is

Please contact me to arrange a visit of the school.

Our Governing Body is supported by Nottinghamshire County Council Governor Services. You will receive a welcome pack from them and will be encouraged to attend the national induction programme within the first twelve months of your appointment.

Your governor mentor is

Please feel free to contact me on before the meeting to have an informal chat.

We are all looking forward to meeting you.

Chair of Governors
King Edward Primary and Nursery School

King Edward Primary and Nursery School Governing Body Induction for new Governors

Every new governor should be given the completed induction guide and:

- the latest copy of the Guide to the Law for School Governors
- Website address
- An email address
- the school improvement plan
- The Governors' Action Plan
- SEF
- termly planner to include events and activities planned throughout the year
- linked to a named mentor
- offered a place on the LA national induction programme

The welcome pack from Governor Services contains welcome letters from the Secretary of State for Education and the chair of Nottinghamshire Association of Governors and a governor trigger pack.

Who's who on the governing body?

Name	Category	End Date
Mrs Sharon Bailey	Co-Opted	24 September 2024
Mrs Phee Smith	Co-Opted	17 May 2023
Mr Martin Tate	Co-Opted	17 May 2023
Mrs Kerry Berry	Co-Opted	29 October 2024
Mrs Judith Munro	Local Authority	13 May 2023
Mr Sean Holborn	Co-Opted	17 May 2023
Miss Jane Willets	Co-Opted	13 May 2023
Mrs Simona Bran	Parent	26 January 2025
Mrs Katrina Taylor	Parent	24 January 2026
Mrs Maria Andrei	Parent	24 January 2026
Miss Kelly Charters	Staff	26 September 2025
Mrs Susan Bridges	Staff / Headteacher	

Chair of Governors	<i>Mrs Phee Smith</i>
Vice Chair of Governors	<i>Mrs Judith Munro</i>
Clerk to Governors	<i>Joanne Garbett</i>
Committee Chairs:	
Finance & General Purpose & Personnel	<i>Mr Martin Tate</i>
Strategic & Pupils	<i>Mrs Phee Smith</i>
Training Co-Ordinator	<i>Mr Martin Tate</i>

Your mentor on the governing body is *

Introduction to Governance

Welcome to the governing body of King Edward Primary & Nursery School. We have a governing body of eleven members and you will have joined as a representative in one of seven categories. The categories of governor are as follows:-

Parent governors are elected by members of the parent community. You must have legal parental responsibility for a child registered as a pupil at the school. If insufficient parents stand for election, the governing body can appoint parent governors. You are disqualified from standing as a parent governor if you are employed to work at the school for more than 500 hours in a school year (at the time of election) or if you are an elected member of the Local Authority (LA).

Staff governors are elected by all staff, either teaching or support staff. The Headteacher is a member of the governing body by virtue of his/her office and counts as a member of the staff category. If the Headteacher chooses not to be a governor he / she must make this known in writing to the clerk to governors and the governing body will carry a vacancy in the staff category.

The other places in the staff category are for one teaching and one non-teaching representatives. If insufficient teachers come forward for election, the position can be offered to non-teaching representatives, or vice-versa.

Staff who are eligible to be staff governors (paid to work at the school) are not eligible to serve as LA or community governors at this school. If you are paid to work more than 500 hours per year at the school, you are not eligible to be a parent governor at this school.

This category of governors is appointed by the LA. You are disqualified from being a governor in this category if you are eligible to be a staff governor at this school.

Co-opted

Co-opted governors are appointed by the governing body to represent the wider community served by the school. Governing bodies are encouraged to recruit representatives from local businesses and charitable organisations. This category can include parents but not members of staff, registered pupils or elected members of the LA. Appointments are made by nominations and voting by all governors at the full governing body meeting.

Associate Members

Associate members are appointed by the governing body to serve on one or more committee(s) and attend full governing body meetings. The governing body decides if associate members have voting rights in committees but they do

not have voting rights in full governing body meetings. Associate members are not governors.

Rules and regulations

As a governing body, we are subject to legislation set by the Government through the Department for Children, Schools and Families (DFE). Details of all rules and regulations covering governance and school management can be found in "A Guide to the Law for School Governors". If you have not received a copy of the guide from school, it can be obtained from The DfE. It is not our intention to repeat these regulations, but what follows may offer some basic assistance, information and guidance to new governors.

Clerk to Governors

It is a legal requirement that all governing bodies employ a clerk to governors. The clerk is responsible for calling all meetings of the full governing body and ensuring that agendas and papers are circulated to all members in good time for the meeting. The clerk is also there to offer legal advice, guidance and assistance to governing bodies to ensure that all legal acts are complied with.

Chair of Governors

It is a requirement that the governing body should elect a chair and vice-chair. At King Edward Primary & Nursery School we have decided that the position of Chair of Governors will be for a period of two years. Elections for chair and vice-chair are usually held in the autumn term.

The Chair of Governors works with the school and Headteacher and is an ex-officio member of all committees.

Vice-chair

The vice-chair acts as Chair in the absence of the Chair of Governors and is also an ex-officio member of all committees.

Quorum

The quorum for a full governing body meeting is 50% of governors in post. Vacancies are not included in the calculation. Decisions to be taken by vote must be determined by a majority of votes of those present and voting. If there are an equal number of votes, the chair has a casting vote. The quorum for committees is three governors who are members of the committee.

Mentoring

There are currently six experienced members of the governing body who are able to provide mentoring to newly elected/appointed governors. We feel that in order to provide you with adequate mentoring, a mentor should take on a maximum of two governors at any one time. We will provide mentoring to you for as long as you feel you require this. The mentoring can take the form of an initial meeting with your mentor and then you will be able to approach him/her for whatever guidance/explanations/assistance you require. We feel that this should

be as informal as possible and should not aim to take over from the governor training provided by the LA. It is an additional source of information/clarification. If you feel that you would like to take up the offer of mentoring, please do not hesitate to speak to the Headteacher or Chair of Governors.

Meetings

The full governing body meets once per term. However, additional 'special' meetings can be called if necessary. It is not always possible to call meetings of the full governing body to ensure decisions are taken in emergencies. The chair or vice-chair is given emergency powers and must report any actions taken to the full governing body at the earliest opportunity. Each committee should meet at least once per term, or more often if required.

Members of the governing body will receive the agenda and supporting minutes and papers at least seven days before the date of the meeting. If a member wishes to place an item on the agenda, this should be brought to the attention of the chair of governors or Headteacher three to four weeks before the date of the meeting. The person(s) making the request should provide a reason for the inclusion of the item. This timescale will allow the chair and/or Headteacher sufficient time to arrange to include this item on the agenda and also to provide any information/replies required. Any Other Business is not recommended on the agenda because members of the governing body should be allowed the opportunity to prepare for any questions/queries being raised.

Training and qualifications

There are no formal educational qualifications required to become a governor. However, no-one is expected to undertake this most valuable voluntary job without support and training. The LA has a governor services section, which provides governor training.

When you receive your package of information you will receive a copy of the Governor Training and Development prospectus and the Nottinghamshire Governor with the 'At a Glance' Guide which contains details of induction courses. These are designed specifically for new governors and cover the whole range of issues you will meet as a governor. Please try to attend the induction course as it provides you not only with valuable information, but you will also meet other new governors and have the opportunity to exchange ideas and views. The induction course is nationally recognised and accredited.

To organise governor training, please telephone the number provided in the Governor Training and Development programme. Alternatively you can contact Sarah White who is our governor training co-ordinator. We are not limited to the number of representatives who may attend. If you wish to go with governor colleagues, please do so. When you attend a course, please let training co-ordinator know in order that he/she can keep our governor training record as up-to-date as possible.

The only specific qualities you need are:-

- an interest in the education and wellbeing of our children
- a willingness to ask questions – don't be afraid to ask if you are unsure of anything
- the time commitment to attend the termly meetings of the full governing body and to be a member of at least one committee. Absence from meetings for six months without consent of the governing body could result in your removal from the governing body
- a commitment to be part of a team which, by working together, can make a real difference to the school.

Please don't be put off by the jargon we use. A glossary of terms is available on the governors' website.

What we do

Ofsted classes the governing body within the leadership and management of the school. However, it is important to remember that governors do not manage the school. That is the job of the Headteacher and management team. Governors are there to be "a critical friend" to the Headteacher and the school.

We are there to support the Headteacher and staff but we are also there in a monitoring capacity, asking relevant questions such as 'Is it working?' 'How do we know it is working?' 'If it isn't working, what can we do?' 'How can we get better?'

How we work together

There are some general principles which inform the work of governing bodies. These are widely accepted and are known as the code of conduct. Our school subscribes to these principles which are as follows:

- supporting the aims and objectives of the school
- working co-operatively with other governors in the best interest of the school
- attending the meetings of the governing body and its committees
- promoting the interest of the school in the wider community
- each having an equal right to participate and to state our views whilst respecting the views of others
- being loyal to the decisions made by the governing body
- respecting the confidentiality of those items of business that have been designated as confidential. (We agree not to disclose what individuals have said or how they have voted)

- withdrawing from meetings where we have any direct personal interest in the business being discussed
- participating in training and development.

Committee structure

The work of the governing body is wide-ranging. There are, therefore, committees which have specific areas of work delegated to them. These committees meet at intervals during the term and report back to the full governing body for ratification of their decisions. The full governing body approves the membership of each committee. This is usually carried out at the autumn term meeting. Changes to membership can only be made at a meeting of the full governing body. King Edward Primary & Nursery School has a committee structure of two committees. These are:-

- Finance & General Purpose & Personnel
- Strategic & Pupils

New Governors are encouraged to get to know the work of the different committees by shadowing some of the meetings

Policies

Policies are written to enable the school to monitor all aspects of school life and governors may be involved in the writing and updating of these documents. Each curriculum subject also has its own policy document. All policies are kept in the school. They can be found in a policy folder in the Head teacher's office and can also be found on the school website.

The monitoring role of the governor bodies is undertaken through the work of link or named governors. The roles of these governors are decided on according to the school's specific improvement priorities. Link or named governors work with school staff, they visit school and report back to the committee or governing body on progress.

Appendix 2- A template for recording link governor classroom visits and a visiting policy

Visits to school

The very best way a governor can get to know the school is to visit. Governors are very welcome and encouraged to visit our school. There will be many events during the school year to which governors are invited. If you want to arrange a "getting to know the school" visit, speak to the Chair of Governors in the first instance to discuss your visit. Governors are encouraged to become link governors and to monitor an area of School Improvement or other aspect of school life. Please refer to the Link and Monitoring Governor School Visits Schedule.

Please remember that governors are not visiting the school in the role of inspectors. All staff at King Edward Primary & Nursery School are more than willing to invite us to their classrooms, and will give every assistance.

You should produce a short report of your visit for the governing body. Comments should be brief and aim to be positive. A copy of the report should be sent to the school and shared at the committee meetings. If you have any queries, these should be addressed to the Headteacher.

Decision making

All members of the governing body have a right to be involved in the decision making at meetings unless they have a personal gain or financial advantage in the outcome of the decision. Please remember that once a decision has been made, it is final and binding. We operate as one body and accept the decisions made by the majority regardless of our personal views/opinions. All decisions made are corporate decisions. If there is a “tied vote” the chair has a casting vote.

Confidentiality

All governors need to understand the principle of confidentiality. There may be confidential items discussed at governing body meetings and individual governors may be involved in confidential meetings. If an item is deemed to be confidential, it must not be discussed with anyone outside the meeting.

Suspension of governors

The governing body can suspend governors if they breach the rules of conduct. The Guide to the Law gives full details of procedure.

Useful addresses

The following organisations offer advice to governors:

Governor organisations

NAGs Nottinghamshire Association of Governors

Meeting dates are advertised in the Nottinghamshire Governor magazine

NGA National Governors Association

Offers membership to governing bodies and to individual governors. Acts as a national voice for all governors. Provides regular newsletters and papers on topics relevant to governors; helps manage

Governorline. There are also several local associations.

NGA, 2nd Floor SBQ1
29 Smallbrook Queensway
Birmingham, B5 4HG
Tel: 0121 643 5787
Fax: 0121 633 7141

Governorline 08000 222181

Organisations for parents and governors

ACE Advisory Centre for Education

ACE “presses for a fairer and more responsible education system” and gives free advice to parents and children in state schools. They issue books and periodicals.

1c Aberdeen Studios
22 Highbury Grove
London, N5 2DQ
Tel: 020 7354 8318/020 7354 9069
Freephone advice line: 0808 800 5793(2pm– 5pm Mon – Fri)
Exclusion information line: 020 7704 9822
Website: www.ace-ed.org.uk

Government and other national organisations

There is a link from the DCSF homepage to the governors’ section. The direct address is www.governornet.co.uk

EOC Equal Opportunities Commission
Arndale House
Arndale Centre
Manchester, M4 3EQ
Tel: 08456 015901/0161 838 1733
E-mail: info@eoc.org.uk

Ofsted Office for Standards in Education
Alexandra House
33 Kingsway
London, WC2B 6SE
Tel: 020 7421 6800/020 7421 6707
E-mail: ofsted.gtnet.gov.uk
Website: www.ofsted.gov.uk

QCA Qualifications and Curriculum Authority

83 Piccadilly
London, W1J 8QA
Tel: 020 7509 5555/020 7509 6666
E-mail: info@qca.org.uk

Useful internet sites and email addresses

King Edward Primary & Nursery School
www.kingedwardprimary.co.uk

Email addresses for the headteacher and the school office are:

Headteacher: head@kingedward.notts.sch.uk
office7@kingedward.notts.sch.uk

Nottinghamshire County Council – www.nottinghamshire.gov.uk

Governors can access Wired (<http://wired.nottscc.co.uk/>) from home PCs by obtaining a personal user name and password via school. Access rights need to be set at school to allow access to the 'Management' area, which relates to school governor areas.

Audit Commission – www.schools.audit-commission.gov.uk

A special site on school finances. Consists of three parts – Comparing School Finances – lets you compare your school's expenditure with that of similar ones; Controlling School Finances – interactive pages that let you compare your financial arrangements against approved standards; Managing School Resources – interactive pages allowing you to compare yourself against good practice in the strategic management of resources.

Ofsted – www.ofsted.gov.uk

Contains a copy of every Ofsted report, which you can download.

Appendix 1
Staffing List

Senior Leadership Team

Sue Bridges	Headteacher - Staff Development, Safeguarding
Clare Thorne	Acting Deputy Headteacher - Senior Safeguarding, Year 1 / 2 Phase Leader, Curriculum Lead,
Claire Middleton	Assistant Head - Pupil Premium Lead, Year 3 / 4 Phase Leader, Safeguarding, Attendance Lead
Pauline Callahan	Assistant Head - Year 5 / 6 Phase Lead, English Lead
Amy Binks	Part Time Teacher - Maths Lead, EVC Lead

Office Staff

Joanne Evans	Business Manager - Co-ordinator of Students
Lisa Mellors	Administration Assistant, First Aid
Kirsty Allen-Smith	Administration Assistant
Nicole Hayes	Administration Assistant, Senior Midday Supervisor
Alan Hughes	ICT Support (Monday)
Paul Scattergood	ICT Support (Thursday)

Site Staff

Dale Prestwood	Site Manager
Jeff Ball	Caretaker, First Aid

Teachers

Zoe Parsons	Teacher - Maths Team, History Team
Mikhaila Daniels	Teacher - English Team
Rachel Brandham	Part Time Teacher – MFL
Fran Hodgkin	Part Time Teacher - EAL
Annemarie Langridge	Teacher - Science Lead
Tom Daykin	Teacher – Home Learning Lead, Computing Team
Alice Germaney	Teacher - Art, Maths Team
Jo Creak	Teacher - English Team, RSHE Team
Lucie Coupe	Teacher – SENDCO, Music Lead, Wellbeing Team
Michelle Biston	Part Time Teacher - Homework Team, Community Co-Ordinator, Wellbeing Team
Adele Wood	Part Time Teacher - Libraries, Extracurricular Activities,

	MFL
Charlotte Upton	Teacher – ICT Team
Laura Ellis	Teacher – EYFS Lead, Phonics Lead
Kelly Charters	Nursery Teacher – CLLD, Geography Team, EAL Team

Teaching Assistants

Dawn Daykin	Senior Teaching Assistant - EHWP, CLLD
Laura Lilliman	Care Assistant, First Aid
Rachael Scothern	Care Assistant, First Aid
Nicola Pemberton	Teaching Assistant - ELSA
Rob Starr	Teaching Assistant - Dyslexia
Jo Garley	Teaching Assistant - Dyslexia
Jayne Wilson	Teaching Assistant - EHWP
Bridget Stirland	Teaching Assistant
Rachel Greasby	Teaching Assistant
Kerry Intress	Teaching Assistant
Gemma Goddard	Teaching Assistant - PE Leader
Hayley Chambers	Teaching Assistant
Aaron Jenkins	Apprentice Teaching Assistant
Maria Bettison	Teaching Assistant
Claire Walters	Teaching Assistant

Midday Supervisors

Nicole Hayes	Senior Midday Supervisor
Amanda Green	Midday Supervisor
Harriett Spencer	Midday Supervisor
June Ward	Midday Supervisor
Carolyn Stojanovic	Midday Supervisor
Kayleigh Harrison	Midday Supervisor
Wallapa Plian Ek	Midday Supervisor
Kirsty Short	Midday Supervisor
Rachel Priest	Midday Supervisor
Tracey Hopkins	Midday Supervisor
Amanda Donovan	Midday Supervisor

Urszula Zadzińska	Midday Supervisor
Samantha Allen-Denton	Midday Supervisor
Lindsey Evans	Midday Supervisor
Matthew King	Midday Supervisor

Kitchen Staff – NCC Catering Services

Audrey Shaw	Head Cook
Angela Randall	Assistant Cook
Helena Richards	Assistant Cook

Cleaning Staff – NCC Cleaning Services

Wendy Brandham	Cleaner
Lorraine Stanley	Cleaner
Anouska Taylor	Cleaner
Sally Williamson	Cleaner
Cathy Shaw	Cleaner
Rachel Glover	Cleaner