



Lenham Primary School

Take Pride; Be Proud


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Governor Induction Policy

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Signed:	
	
Chair of Governors	

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1. Aims

Lenham Primary School (LPS)'s induction policy aims to:

- Help new governors feel ready to engage in their governance role as soon as possible.
- Make sure new governors understand their role and responsibilities.
- Support new governors to understand the school and:
 - Its ethos
 - The current issues it faces.
 - The work and operational remit of its headteacher
 - The work and strategic remit of its governing body
- Make sure new governors are introduced to the school, its senior leaders, and the rest of the governing body.
- Make sure new governors comply with statutory requirements from the start.

2. Legislation and guidance

This policy takes account of the requirements of:

- [Keeping Children Safe in Education \(KCSIE\) 2024](#)
- [Maintained Schools Governance Guide 2024](#)

3. Induction procedure

3.1 New governors will:

- Be introduced by the chair to:
 - The headteacher, as soon as possible
 - The Full Governing Body (FGB), at the next meeting
- Have an informal meeting with:

- The chair to be introduced to their new governance role
 - The headteacher to explain the school's vision, current issues and safeguarding arrangements
- Where possible go on a school tour and meet staff and pupils
 - Be introduced to other senior leaders and the school business manager (SBM)
 - Be provided with the required training (see section 5 below for a list of training)

3.2 New governors will receive:

- DBS check forms
- An induction and logins for any systems the board uses
- A school access pass
- An induction pack
- Links to relevant guidance from the Department for Education
- The FGB code of conduct
- Instructions to complete an online declaration of interests
- Important school documents (see section 4 below)

3.3 New governors agree to:

- Declare any interests by confirming in GovernorHub.
- Complete the DBS check.
- Read and sign the board's code of conduct.
- Read the school action plan (SAP), self-evaluation form (SEF) and most recent Ofsted report.
- Complete any training required.
- Complete LPS Safeguarding Training
- Read Keeping Children Safe in Education (KCSIE) 2024
 - Inform the clerk that they have read and understood it and confirm on Governorhub.
- Ask questions when something is not clear, or they need more information.

4. Roles and responsibilities

4.1 Chair of governors

The chair will:

- Lead the induction, with support from others as delegated.
- Meet with the new governor and explain:
 - The strategic remit of the board and the difference between this and the operational role of the headteacher
 - The importance of confidentiality
 - The requirement to declare conflicts of interest and withdraw from discussions and not vote where these arise.

- The governance structure of the full governing body and its committees
 - The three (3) core functions of governance.
- Introduce them to the headteacher.
- Introduce the new governor to the rest of the board at their first meeting.

4.2 Headteacher

The headteacher will:

- Where possible conduct a school visit tour with the new governor
 - Make sure the new governor has an opportunity to speak with staff and pupils during the tour.
- Introduce the new governor to other members of the senior leadership team (SLT) and the SBM.
- Explain:
 - The school's vision and strategy for improvement
 - Current issues the school is facing.
 - Safeguarding arrangements at the school, including the names of the designated safeguarding lead (DSL) and deputy DSL.

4.3 Clerk

The clerk will:

- Make sure the new governor is set up on GovernorHub and any other systems the board uses.
 - Make sure the new governor knows how to use all necessary systems.
- Arrange for the new governor to receive a school access pass.
- Arrange for the new governor to complete a DBS check.
- Set up the new governor with online training (see section 5 below)
- Provide the new governor with:
 - A link to the Maintained school's governance guide.
 - A copy of the school's latest Ofsted report
 - A link to Keeping Children Safe in Education (KCSIE) 2024
 - The school's governance induction pack
 - The SEF(s) and SIP
 - The board's code of conduct
 - Instructions for completing the online declarations of interest.

4.4 Other governors

All board members will:

- Act as mentors to new governors when requested.
- Take on induction tasks as delegated.

5. Training

New governors will be provided with the following training opportunities upon joining the board. As per section 4 above, new governors agree to complete the training the board requires.

- Induction training through the Local Authority.
- GovernorHub Induction course
- Safeguarding training
 - Governors are required to undertake suitable safeguarding training under [Keeping Children Safe in Education 2024](#)
 - Governors are required to undertake LPS safeguarding training
- Prevent training
 - Governors are required to undertake online Prevent training provided by the government every 2 years.
- Other training
 - Governors are required to undertake any training that the school provides for the FGB as and when additional training is relevant.
 - Governors are requested to subscribe to GovernorHub training and consider completing one additional training course that is relevant to their role every school year.

6. Monitoring arrangements

This policy will be reviewed every three (3) years and approved by the governing board.

7. Links with other policies

- Safeguarding policy
- Governor Code of Conduct
- FGB Terms of Reference.