

Induction for Governors of Thornton Primary School

Below are summarised the key stages in the way in which governors at Thornton are introduced to the governing body:

All newly appointed governors are provided with a 'buddy' to work with. This will be an experienced governor. The objective is to provide a means of support for a new governor with a designated point of reference and contact. Governors recognise that being appointed can be quite daunting, especially for those not working in education. There is a lot of jargon and it can take time to familiarise oneself with:

- The school
- The responsibilities of being a governor
- How the governing body is established and operates
- The processes used by the governors to monitor the school

The role of the buddy is to help to integrate the new governor as quickly as possible to ensure that they are confident and able to contribute. We believe that the more confident that a new governor feels the more willing and able that they will be to contribute to the work of the governing body.

All governors are also provided with a Governor's Black Folder. This contains all of the key documents with regards to the school's governing body and provides a single point of reference for governors at Thornton. It contains:

- General Governance Structure, Roles, Contact Details and Training Records
- Terms of Reference for Committees
- Articles of Association
- Ofsted Report and HMI Correspondence
- School Development Plans
 - School Improvement Plan
 - School Strategic Plan
 - School Governance Plans
- School Headteacher Reports & Data Reports
- Governor Visits Policy & Programme of Work
- School Budget & Finance Reports
- Latest Minutes for Committees
 - Full Governor Board (FGB) Meetings
 - Business Management Committee Meetings
 - Teaching & Learning Committee Meetings

Governors are responsible for ensuring that the folders are maintained with all of the most up to date versions of the documents and returning them to the governing body when they leave office.

On appointment governors also complete a 'Skills Audit Form'. This is also completed by all governors on an annual basis. This is used to determine gaps in skills and experience and help the Training Governor identify opportunities for training to address those skill gaps.

It is stipulated as a condition of appointment that a new governor will undertake and complete the Governor Induction Training Course. This course ensures that the governor has a good understanding of the roles and responsibilities that they are taking on.

Initially new governors are invited to attend both committee meetings in addition to the FGB meetings. This helps them better understand the work being undertaken by the various committees and is important in terms of familiarisation.

They will then be encouraged to select one or more committees to sit-on. Newly appointed governors may be guided towards a specific committee based on their skills or experience. Governors commitment to committees is reviewed on an annual basis in any event.

The Training Governor liases with the Chair of Governors and committees to determine specific skill gaps in relation to the broader governing body as well as the committees and this may further identify training required for the newly appointed governor.