

# Stocks Green Primary School

*Learning to Live , Living to Learn*



Governor  
Recruitment  
Policy

<b>Last Reviewed</b>	<b>July 2023</b>
<b>Next review</b>	<b>October 2025</b>
<b>Persons responsible</b>	<b>Chair of Governors Training and Development Governor</b>
<b>Governor committee</b>	<b>P &amp; P</b>

## **Process for appointing a Parent Governor**

When a vacancy for a parent governor arises it will be necessary to carry out an election process. This process will need to ensure that invitations for nominations and to vote are sent to all eligible parents.

*Section 576 of the 1996 Act defines a parent as “the actual parents of a child and any person [i.e. an individual, but not a public or voluntary organisation] who is not an actual parent but who has parental responsibility for the child or who has care for the child”. Thus a child may have more than two eligible parents.*

Schools are required to keep a register of people with parental responsibility (Education Act 1996, s.434). This term is defined in the Children Act 1989.

The clerk to the governing body may be asked to assist in the administration of the election procedure; however the responsibility for the process remains with the ‘Returning Officer’. In Kent, the Local Authority has formally delegated this task to the Headteacher.

### **Election Procedure**

#### **Returning Officer**

The Headteacher should act as Returning Officer to conduct these elections, a function formally delegated by the LA.

#### **Election Period**

The Returning Officer shall determine an election period as soon as possible and this should not exceed two weeks.

All papers relating to the election (including envelopes and disallowed ballot papers) should be kept for six months in case the election result is challenged. The number of ballot papers issued and the number returned at each election should be recorded to monitor participation.

#### **Nominations**

A letter must be sent by the Returning Officer to all parents notifying that a parent election is required inviting nominations on an enclosed nomination form (see Appendix 1- Example letter and nomination form).

The letter should include information about the voting procedure, together with a notice of the time and date by which nomination forms should be returned. The letter should invite nominees to complete an application form

[https://www.kent.gov.uk/\\_data/assets/pdf\\_file/0015/11139/governor-application-form.pdf](https://www.kent.gov.uk/_data/assets/pdf_file/0015/11139/governor-application-form.pdf)

which includes a short statement, (maximum 250 words) which will be circulated to parents in the event of more nominations than vacant posts being received and a ballot then being required.

Candidates for election must be supported by a proposer and seconder from among parents entitled to vote in the election (see above).

Schools must **not** publish or assist with the distribution of manifestos or provide lists of voters to candidates.

#### **Disqualification**

The circumstances which disqualify persons seeking to become a governor (elected or otherwise) are laid down in the 2012 regulations.

<https://governorsforschools.org.uk/qualifications-and-disqualifications-regulation-17-and-schedule-4-to-the-regulations/>

#### **Elected Unopposed**

In the event of the number of parents standing for election not exceeding the number of vacancies, the nominees are elected automatically as parent governors.

## **Ballot Process**

If more nominations than vacant posts are received, a ballot will need to be conducted. Elections must be by secret ballot, as required by the Education Acts.

A letter giving details of the voting procedure, together with a ballot paper (See Appendix 2 – sample letter) should be distributed to each parent.

- Ballot papers should be returned in 2 Envelopes to enable secret ballot integrity: the inner envelope for the ballot paper, the outer clearly marked 'Parent Governor Election' with the name and address of the voter, the name(s) of their child(ren). It should also be signed across the seal.

Each parent should have one vote for each vacancy, irrespective of the number of children s/he has at the school.

It is advised that a ballot box is provided for parents to place their ballot papers in or they should be advised of other arrangements.

## **Count of Votes/Ballot Papers**

The Returning Officer at the closing date for return of ballot papers should arrange for candidates and a governor to have the opportunity to be present at the verification and count of ballot papers. The number of ballot papers issued and returned should be recorded to verify the result.

The Returning Officer determines whether ballot papers are valid. Votes should be allowed where the voter's intention is clear. The election should be decided by a simple majority of votes cast. In the event of a tie lots should be drawn.

Parents and the governing body should be informed of the number of votes cast for each candidate.

All papers relating to the election (including envelopes and disallowed ballot papers) must be kept for six months in case the election result is challenged.

## **Additional notes of guidance**

The names and addresses of those elected and the date of the election shall be notified to the clerk to the governors without delay. The clerk will issue formal letters of appointment and inform the LA of the appointment. The Parent Governors will then be taken through the Induction Process. (See Appendix 3 – Induction Policy).

The date of appointment is either the closing date for nominations where a candidate is elected unopposed or the date of the ballot if more candidates than vacancies were received.

If vacancies for parent governors still exist after an election procedure has been followed, the governing body may appoint the required number of parent governors from parents of children of school age, preferably, although not necessarily, with children at the school.

## **Process for appointing a Co-opted Governor**

If a Governor vacancy arises, an initial skills audit of the existing Governors will be carried out by the Chair/Vice Chair/Chair of Committee/Training and Development Governor. They will then agree which skills are required to best support the Governing Body at the time of the vacancy. This will be agreed by the FGB. The candidate should have the skills required to contribute to the continued effective governance and success of the school.

The Governing Body should decide whether the vacancy should be advertised or not and where the most appropriate place to advertise it would be. e.g. Inspiring Governance website, The Keys magazine, school website, flyer, local newspaper. Priority will be given to candidates with particular skills if this expertise would enable the Governing Body to work more effectively. This will be clearly stated when advertising the vacancy.

Those who are interested will be asked to complete a short application form:

[https://www.kent.gov.uk/data/assets/pdf\\_file/0015/11139/governor-application-form.pdf](https://www.kent.gov.uk/data/assets/pdf_file/0015/11139/governor-application-form.pdf)

which includes a short statement, (maximum 250 words) giving their personal details, their expertise, experience and reason for applying. This statement will be circulated to all governors.

Approved prospective governors will be invited to come for a brief chat with the Headteacher, Chair of Governors and one other governor, followed by a tour of the school and a short meeting to discuss their application.

At the next Full Governing Body meeting the candidate(s) application(s) will be considered, taking into account their suitability for the specific vacancy. If there is a sole candidate, Governors will be invited to vote, by show of hands. Where there are multiple nominations, governors will take a vote by secret ballot, managed by the Clerk. In the event of a tie, the Governors will again discuss the nominations and take a further vote.

The Clerk will announce the result, with the candidate polling the most votes being duly appointed. References are not required for co-opted Governors. References will only be sought if the appointed Governor is currently a Governor in another post. The candidates will be informed in writing if their application is successful and be taken through the induction process and authorised security checks. (See Appendix 3 – Induction Policy).

All applications must be acknowledged in writing, regardless of the outcome.

# **Appendix 1**

## **Model Letter**

### **Parent Governor Election - Inviting Nominations**

*This is the suggested format. However, the school has the discretion to take a more informal approach, which includes a few words from the retiring Parent Governor or from a currently serving Parent Governor about the role, the commitment, the training expectations/provision, desired skills and/or willingness to be trained/developed etc.*

Dear Parent/Carer,

#### **Election of Parent Governors**

I am writing to invite you to consider standing for election as a Parent Governor for this school; we currently have (insert number here) Parent Governor vacancy/vacancies. Every Local Authority Maintained school has a Governing Body, which includes a number of categories of Governors including Parent Governors. Parent Governors are elected to serve for a period of 4 years, though they may resign at any time.

Together with the Headteacher, the Governing Body has overall responsibility for the running of the school; amongst many duties Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The Governing Body has 3 core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.  
(Governance Handbook)

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governing Body's work. In order to support Governors in their work full training is provided at no cost to the individual.

In our school, we have 2 Parent Governors who serve for a term of office of 4 years. The full Governing Body normally meets 5 times a year in Terms 1, 3, 4, 5 and 6, usually at 7 pm. In addition, there may be Committee meetings held each term, specific arrangements will depend on the model of Governance adopted by the Governing Body.

At this moment in time we are ideally looking for any parent with the following skills, or a parent who would be prepared to be developed in this/these areas (list the skills that you require here):

If you would like to stand for election, please complete the attached form and return it to me within 10 school days, i.e., by (insert date and time here).

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Governor, your skills and the contribution you believe you could make to the Governing Body.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as Parent Governors; if there are more nominations than vacancies, a ballot (vote) will be held and copies of the personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

Each eligible parent will have one vote for each vacancy, irrespective of the number of children they have at the school. The ballot paper and two envelopes will be distributed to each eligible parent. Each ballot paper will be stamped or endorsed for security and/or produced on coloured paper. Ballot papers would be returned in the inner, unmarked envelope, which should in turn, be placed in the outer envelope; the outer envelope should be clearly marked with:

- 'Parent Governor Election'
- the name and address of the voter
- the name(s) of the voters child(ren)
- the voters signature across the seal

I do hope you will consider standing as a Governor or perhaps nominating another parent/carers (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a School Governor, please contact a member of our Governing Body or myself for more information via the school office.

Yours sincerely,

Headteacher/Returning Officer (Insert name here)

(list enclosures here, e.g. Model Parent Governor Election-Nomination Form, Indicative School Governance Qualifications and Disqualifications)

# **Model Parent Governor Election - Nomination Form**

## **ELECTION OF PARENT GOVERNORS**

- Please return this form to the school named below within 10 school days of the date of the covering letter. i.e. by (insert date and time here).
- Further nomination forms can be obtained from the school office.
- In certain circumstances, a person is disqualified from holding or continuing to hold office as a School Governor, an indicative list is attached.

Name of the school: STOCKS GREEN PRIMARY

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Please enter IN BLOCK LETTERS your name and address  
(You must be the parent/carer of a child registered at the school)

Name

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Address

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Signature of nominee – I confirm that I am willing to stand as a candidate for election and that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 or The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017:

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Parent /Carer of (Name of Child/ren)

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Signature of proposer (if you are proposing another parent only)

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Name and address (if you are proposing another parent only)

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Parent /Carer of (Name of Child/ren, if you are proposing another parent only)

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We would ask that you include a statement of strictly no more than 250 words to support your application.

In the event that there are more nominations than vacant positions, your statement will be sent to all parents of children at the school and/or may be placed on the school website (the term “parent” includes guardians, foster parents and any person who has actual custody of a child registered at the school)

**MAXIMUM 250 WORDS**

## **Indicative School Governance Qualifications and Disqualifications**

### **General**

1. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.
2. A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.
4. Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the governing body unless the disqualification is under paragraphs 1 or 2 of this Schedule.

### **Disqualification criteria for categories of governor**

- 5.—(1) A person is disqualified from election or appointment as a parent governor of a school if the person—
  - (a) is an elected member of the local authority; or
  - (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.
- (2) A person (“P”) is not disqualified from continuing to hold office as a parent governor because P ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be) .
6. A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.
- 7.—(1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is—
  - (a) a parent of a registered pupil at the school;
  - (b) eligible to be a staff governor of the school;
  - (c) an elected member of the local authority; or
  - (d) employed by the local authority in connection with their education functions.
- (2) The disqualification criterion in paragraph 7(1)(d) does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.
8. Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such a governor.

### **Failure to attend meetings**

- 9.—(1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.
- (2) A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.
- (3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

### **Bankruptcy**

10. A person is disqualified from holding or continuing to hold office as a governor of a school if—
  - (a) the person’s estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
  - (b) the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(a), a debt relief restrictions order or an interim debt relief restrictions order(b).

### **Disqualification of company directors**

**11.** A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

- (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(c);
- (b) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002(d);
- (c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
- (d) an order made under section 429(2)(b) of the Insolvency Act 1986(e) (failure to pay under county court administration order).

### **Disqualification of charity trustees**

**12.** A person is disqualified from holding or from continuing to hold office as a governor of a school if—

- (a) the person (“P”) has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or to which P contributed or which P facilitated by P’s conduct; or
- (b) the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(f), from being concerned in the management or control of any body.

### **Disqualification of elected parent or staff governors who have been removed from office**

**12A.** A person is disqualified from holding or continuing to hold office as a governor of a school until the date immediately after the fifth anniversary of the date of their removal as an elected parent or staff governor under these Regulations.

### **Persons whose employment is prohibited or restricted**

**13.** A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

- (a) included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
- (b) subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- (c) barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c);
- (d) disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d);
- (e) disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care; or
- (f) disqualified from registration under Part 3 of the Childcare Act 2006(f).

### **Criminal convictions**

**14.—(1)** Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

(2) This sub-paragraph applies to a person (“P”) if—

- (a) within the period of five years ending with the date immediately preceding the date on which P’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or
- (b) since P’s appointment or election as governor or, as the case may be, since P became a governor by virtue of an office, P has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on P for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person (“Q”) if within the period of 20 years ending with the date immediately preceding the date on which Q’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.



(4) This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

(5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

(6) This sub-paragraph applies to a person ("R") if—

(a) within the period of five years ending with the date immediately preceding the date on which R's appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or

(b) since R's appointment or election as governor or, as the case may be, since R became a governor by virtue of an office, R has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

#### **Refusal to make an application for a criminal records certificate**

**15.** A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

## **Appendix 2**

### **Example Letter**

### **Parent Election Ballot**

Dear Parent/Carer

#### **Election of Parent Governors**

I wrote to you recently to invite you to consider standing for election as a Parent Governor of this school. Since there have been more nominations than vacancies we now need to hold a ballot (vote).

Attached to this letter is:

- a copy of the candidates' personal statement
- a ballot paper with the names of the candidates (in alphabetical order)
- 2 Envelopes (to enable secret ballot integrity: 1 inner for ballot paper, 1 outer for voter details)

Each eligible parent/carers is entitled to one vote for each vacancy, irrespective of the number of children they have at the school.

Completed ballot papers should be returned to the school by (insert date and time here) this being 10 school days from the date of this letter.

Failure to submit your ballot (voting) paper in the following way, may result in your vote not being counted:

- Ballot papers should be returned in a sealed, inner, unmarked envelope
- The sealed, unmarked envelope should then be placed in a second, outer envelope
- The second, outer envelope should clearly marked with:
  - 'Parent Governor Election'
  - the name and address of the voter
  - the name(s) of the voters child(ren)
  - the voters signature across the seal

Failure to do so may result in your vote not being counted.

The election will be decided by a simple majority of votes cast. In the event of a tie, lots will be drawn.

When the ballot (vote) has been completed, I will write to you again to let you know the outcome.

If, in the meantime, you have any queries, please let me know.

Yours sincerely

Headteacher/Returning Officer  
(Insert name here)

Encs.

List enclosures here e.g.

- a copy of the candidates' personal statement
- a ballot paper with the names of the candidates (in alphabetical order)
- 2 Envelopes (to enable secret ballot integrity: 1 inner for ballot paper, 1 outer for voter details)

## **Example Letter**

### **Parent Election - Ballot Form**

#### **Election of Parent Governors (STOCKS GREEN PRIMARY SCHOOL)**

THERE ARE TWO VACANCIES FOR PARENT GOVERNORS.

YOU MAY VOTE FOR TWO CANDIDATES - BUT NOT MORE THAN ONE VOTE FOR EACH CANDIDATE).

#### **CANDIDATES: (example statements)**

##### **Mrs Val Brown**

I have two children at the school aged 6 and 10. I take an active interest in the church and local affairs, and I am a member of the local WI. Further to the skills specified in the Governing Body's covering letter, I have the following skills and to bring to the work of the board ...

##### **Mrs M Jones**

I am electrical engineer. I have three children at the school, one boy aged nearly 11 and two girls aged 7 and 9. I help at the local youth centre and have an active interest in the well-being of young children.

##### **Mr F Smith**

I am 27 and have one child (a boy) aged 6 at the school. My interests are art and craft work and local politics. This year I assisted in the election campaign of an independent councilor. I have no party affiliation.

□-----

#### **Ballot - Parent Governors – (STOCKS GREEN PRIMARY SCHOOL)**

CANDIDATE	YOU ARE ALLOWED A MAXIMUM OF 2 VOTES MARK 1 'X' ONLY IN 2 OF THE BOXES BELOW THIS WILL INDICATE YOUR 2 VOTES
Mrs Val Brown	
Mrs M Jones	
Mr F Smith	



## Governor Induction Policy

<b>Last Reviewed</b>	<b>October 2022</b>
<b>Next review</b>	<b>October 2025</b>
<b>Persons responsible</b>	<b>Chair of Governors Training and Development Governor</b>
<b>Governor committee</b>	<b>P &amp; P</b>

### **Upon Election of New Governor, the Training & Development (T&D) Governor will:**

- Make an appointment to meet the new governor and take action in accordance with Induction Policy.

At the Induction meeting the T&D Governor will:

- Provide an overview of the governor's role.
- Share information on how the full governing body and committee meetings are conducted.
- Give criteria for how to propose agenda items.
- Share the FGB agreed protocol and reporting mechanisms for Governor visits and shadow first monitoring visit to school.
- Provide advice on the protocols of booking and feedback of training within the governing body.
- Ensure Induction documents are on SharePoint in the Induction folder.
- Ensure there is information available on governor training expectations and opportunities.
- Ensure Induction Form is signed and completed.
- Ensure new governors attend the Kent CPD Induction course within the first 6 months of being appointed.

### **Areas that the Clerk will cover include:**

Upon election of a new governor:

- Clerk ensures relevant Appointment Form is completed and returned.
- Clerk advises Kent Governor Services of election and contact details.
- Updates address contact list of governors for circulation to the governing body.
- Clerk advises Headteacher, Chair and governors of contact details.
- Clerk advises Finance Officer and Admin officers of new governor appointment/ election for DBS to commence.

- Get confirmation that DBS is completed from Admin Officer.
- Liaise with EIS to get logins to SharePoint / Kelsi and create a Governor Hub login.
- Ensuring that the Headteacher makes appointment to meet the governor and take action in accordance with Induction Policy.
- Clerk sends information to the new governor in accordance with Induction Policy.

**Target Completion (1 month from appointment):-**

- Review first month with the T and D Governor, if required.
- DBS completed and governor appointment confirmed in minutes.

**Initial Meetings – T and D governor**

- Attend full governing body (FGB) meeting.
- Attend Standards and Curriculum (S&C), Finance and Premises (F&P) sub-committee meetings and Pay and Performance (P&P) if appropriate
- Review first meeting(s) with the Training and Development governor, if required.

*Please note that the NGA “Welcome to Governance” booklet will be distributed at the New Governor Induction session.*

## Appendix 1

### INDUCTION FORM: Stocks Green Primary School

Name and Date:		Date of Appointment:	
Signature:		Induction Date:	

Governor Resources and Information	Tick ( <input type="checkbox"/> )	Comments:
Governors Hand book		Available to view in Induction Pack on SharePoint / School Website
Instruments and Articles of Government		Clerk holds a copy of this / School Website / In Induction pack on SharePoint
KELSI - (Kent Education Learning and Skills Information) website <a href="http://www.kelsi.org.uk">www.kelsi.org.uk</a>		Click School Management, Leadership and then the Governors Section for online links to NGA (National Governors Association) and Kent CPD online (Kent Children's Workforce Training) and The Governor Magazine
NGA – (National Governors Association) <a href="http://www.nga.org.uk">www.nga.org.uk</a>		The representative body for school governors. Can access Learning Link which contains the EGel Modules for Governor Training courses - See clerk for login information
Governor Hub: <a href="https://governorhub.com">https://governorhub.com</a>		Holds governor information and provides updates. (Click Education People icon, then Training for access to Governor courses). See clerk for login.
Education People website: <a href="https://www.theeducationpeople.org">https://www.theeducationpeople.org</a>		Click on Governor Services and Clerking for information and resources. Can access The Governance Monthly Newsletter and The Governor Magazine through this website.
The Governor Magazine available through school and Governor Hub / Education People / Resources Governing Matter (NGA)		See clerk to have email address added
Induction course		See Governor Hub. (Click Education People icon, then Training for access to Induction courses)
Details of all training courses		See Training and Development Governor / List of Learning Link available modules / Governor Hub
Staff structure		Induction pack on SharePoint / Website
List of acronyms / Glossary of Terms		Induction pack on SharePoint / Website
Latest OFSTED Report		Induction pack on SharePoint / Website

Code of conduct for Governors		Induction pack on SharePoint / Website
Governor's Allowance Policy		Induction pack on SharePoint / Website
School Improvement Plan		To be sent via email by Headteacher / In School Improvement section on SharePoint
Governing Body Details		To be sent via email by clerk / Induction pack on SharePoint
Committees – Terms of Reference		Induction pack on SharePoint
Agenda & Minutes for the previous term		In Full Governing Body section on SharePoint
Dates of Future Meetings		Clerk to send annual list of dates / Listed at the end of previous minutes / In Induction pack on SharePoint
Monitoring Visits Policy / Formal & Informal forms		In Induction pack on SharePoint
School prospectus		On school website in Key Information: Admissions
School policies		On school website in Key Information
Governor visits register		In entrance hall, sign when visiting school
Governor Business Interests form		On Governor Hub (click on your name at the top then the Declarations section at top. Click Confirm in General Confirmations once completed)
DBS check needed		See the office staff
Safeguarding: Keeping Children Safe in Education(KCSIE) <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> / Prevent /GDPR / FGM training		See Training and Development Governor – Email will be sent containing links

<b>Evaluation of Induction Process</b>
<b>Please make comments and if applicable please provide areas for improvement.</b>

**Once completed, please return this form to the office and give a copy to the Training and Development Governor: Mrs Ruth Dixon**