



Governor Induction Policy

Last Reviewed	October 2025
Next review	October 2027
Persons responsible	Chair of Governors Training and Development Governor
Governor committee	P & P

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 (☐)	Comments:
Maintained Schools Governance Guide https://www.gov.uk/guidance/governance-in-maintained-schools		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 https://www.kelsi.org.uk		Click School Management, Leadership and then the Governors Section for information for School Governors and to access Governance Monthly Bulletins.
NGA – (National Governors Association) www.nga.org.uk		The representative body for school governors. Can access Learning Link which contains the EGel Modules for Governor Training courses - See clerk for login information Also access The Governing Matters Magazine (see Resources).
Governor Hub: https://governorhub.com		Holds governor information and provides updates. (Click Education People icon, then Training for access to Governor courses). See clerk for login
Education People website: https://www.theeducationpeople.org		Click on Governor Services and Clerking for information and resources.
The Governing Matters Magazine available through school and NGA (Resources)		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
Anti-Fraud, Bribery and Corruption Policy		Induction pack on SharePoint / Website
Whistleblowing Policy		Induction pack on SharePoint / Website
Gifts & Hospitality 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 / Read current KCSiE / Read Governor's Code of Conduct		On Governor Hub (click on your name at the top then Profile / Click on the Compliance section at top. Click Confirm in General Confirmations once actions have been completed)
Governor Profile for school website		See school website for examples from existing governors. Once completed send to Clerk for uploading to the website
DBS check needed		See the office staff

1.Safeguarding: Read Keeping Children Safe in Education (KCSiE)

2. Complete NGA Learning Link module: **Safeguarding: How to fulfil the governance role**

4. **GDPR** Online training course: ??

6. **Cyber Security** online training course:
<https://www.ncsc.gov.uk/information/cyber-security-training-schools>

7. Online Safety: Essentials
<https://my.thekeysupport.com/signup/435bc437-7f95-4b1a-9ff8-47b0891536d7/>

See Training and Development
Governor – See links.

You should be able to sign up for an account with 'The Key 'as the school is registered. Then you can access the video.

Evaluation of Induction Process

Please make comments and if applicable please provide areas for improvement.

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

