



## THE TIFFIN GIRLS' SCHOOL

### Induction process for new governors

The Governing Board (GB) believes that in order to fulfil its responsibilities effectively, it is essential that each member is committed to a shared vision for the school and that the GB is working well as a team to achieve this.

To help new governors to feel able to take an active part within the GB and be valued as an equal member of the team, we recognise the need for new governors to have an induction – a period of planned support to introduce them to their new role.

The aims of the induction are to:

- welcome new governors to the team
- help them to get to know the school
- assist them to understand their role and responsibilities
- enable them to contribute fully to the work of the GB

The induction process is summarised as follows:

#### 1. Welcome meeting

This will be arranged as soon as feasible after appointment and will be conducted in three parts:

- a) The Chair of Governors – to discuss the role of the governor in general and how the Governing Board at the school operates; and assign an experienced governor as mentor
- b) The Headteacher - to describe how the GB and Senior Leadership Team work together to achieve the vision of the school
- c) The Clerk – to provide information regarding governance (including the National Governance Association (NGA) booklet *Welcome to Governance*), complete documentation, arrange safeguarding and other training in line with any specific responsibilities and give the new governor a tour of the school

#### 2. Meeting with mentor

This should be arranged between the new governor and mentor within three months of appointment. The purpose of the meeting is to give the new governor an opportunity to ask questions and seek clarification on governance matters, as required.

#### 3. E-learning modules

The new governor will complete the NGA Learning Link e-learning modules as follows:

- Safeguarding, the Governor's role – within four weeks of the welcome meeting
- Governance: your role, your responsibilities, your organisation – within three months
- Exclusions – within three months

These take approximately three hours in total and each module can be completed separately.

The new governor will also complete the government online module regarding the Prevent Duty. This takes approximately 45 minutes to complete and should be done within four weeks of the welcome meeting.

Copies of the certificates of completion will be retained on file by the school.