

ADVICE TO CLERKS: INDUCTION MATERIALS FOR NEW GOVERNORS

When a new governor is appointed, the LA will send an induction pack to the governor which includes information and advice of a general nature (a list of what is sent is on the next page). It is good practice, at the same time, for the governing body through the clerk, to provide some additional information which will give a new governor insight into the workings of your school and its governing body.

By providing background information about your governing body and how it works, you can help the new governor to be effective from an early date. It is also important to provide information about the school, particularly if the new governor has not already had close day to day contact, e.g. as a parent or member of staff.

Local induction materials should include items which provide a firm basis for further reading. It may be more appropriate, however, to advise the new governor of the availability of some items, rather than sending too much information at once. Does your school have a place where information is kept for governors to refer to? Bear in mind that if you include the school prospectus and annual report to parents, these should summarise much of the basic information needed. If you do decide to put a pack of induction information together, you may wish to include the items below, depending on their appropriateness to your governing body.

- Governor's Diary - future meeting dates, annual parents meeting, etc.
- School Diary - future events, meetings, etc.
- Details of membership of Governing Body
- Minutes of recent Governing Body meeting(s)
- Copy of 'A Guide to the Law for School Governors'
- Copy of Instrument of Government
- Current School Improvement Plan
- Current School Prospectus (which will include a brief statement of some of the main governing body policies).
- Governing Body Committee Structure
- Terms of reference of committees
- Plan of school
- Staff list & staffing structure
- Curriculum framework
- Copy of latest school newsletter to parents
- Inspection report and action plan, if school recently inspected.
- Information about training courses (draw attention to New Governors course).

Information sent to governors by the LA when advised of their appointment:

- A message from the Director of Education
- The Bracknell Forest Governor (BFG) Newsletter
- Complaints Leaflet: 'Working Together to Improve Education'
- Governor and Clerk Development Programme
- NGC trigger pack 'Welcome to Governance'
- Useful contacts sheet
- Further Sources of Information and Support
- Where to get a copy of 'A School Governors: A Guide to the Law'
- Suggested list of information available from the Clerk to the Governing Body