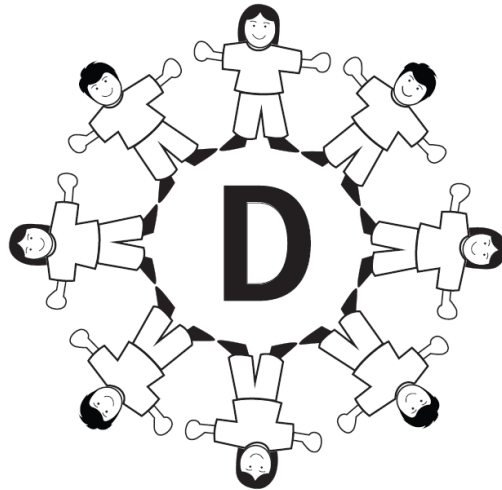


# Dalestorth Primary and Nursery School



Governor Induction  
Programme & Policy  
January 2025

## Introduction

Dalestorth Primary & Nursey School believes that 'school-based induction' and continuing professional development for new governors is essential as this ensures that each governor develops their confidence and skills/knowledge and is equipped to undertake their duties on the full governing body.

In the long term, it is anticipated that the time spent in providing a good school-based induction and continual professional development will positively influence the retention of knowledgeable, confident and committed governors for the school.

## The Induction Programme

On appointment of all new governors, they will receive an induction tailored specifically to their individual needs delivered by the following people:

The headteacher	Makes initial contact and invites the new governor to visit school, tour the school and receive the induction handbook
The chair of governors	Introduces the governing body to the new governor at the first meeting
The training co-ordinator	Makes contact with the new governor and discusses what kind of support/training they would like

## On Going Induction/Continuing Professional Development

Each governor will take responsibility for their own further learning, development/training, supported by the training co-ordinator. Nottinghamshire LA learning and development team provide a programme of training, which the school purchases, and copies of the programme will be circulated regularly. Feedback/reports from training can be given at the full governing body meetings.

New Governor Profile Record						
Full Name						PICTURE
Address						
	Post Code					
Telephone Home No.				Telephone Work No.		
Mobile No.				Email Address		
Do you have children in school?	Yes/No	Which yr group		How would you describe your ethnicity?		
What are your particular areas of interest and skills (eg in schools, work, voluntary, hobbies)?						
When were you appointed as a governor?		Governor type**	LA	Parent	Staff	Community
Describe the induction and or support you received on your appointment to the governing body						
Member of which committees (please V all that is relevant)	Finance and General Purposes		Pupils & Strategic Development			
What do you feel are the main skills/knowledge and or strengths you offer to the governing body?						
What governor training/learning opportunities have you accessed to date?						
What future training/learning do you feel you need?						

**Data Protection:** All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and may be used for the purposes of contact to assist the allocation of members to named governor roles, committees, or working groups as representatives of the governing body or for the purposes of consultation in your role as governors.

## School Based Induction Programme for New Governors

### Details of new governor

Mr/Mrs/Ms/Miss Please delete as applicable					
Date of appointment to governing body		Date induction completed		Induction undertaken by	

### Checklist

Task	Who is responsible	Date completed
Recruitment Information pack ( <i>given to all applicants</i> )		
Explanation of governor's role/Governors Code of Conduct		
New governor is elected or appointed		
Name & address given to chair of governors training co-ordinator notified of newly elected/appointed governor		
First contacts		
contact made tour of school mentor		
Induction programme information pack given and explained		
Pack to include:		
Interim induction programme		
Letter of welcome/contact from the chair of governors		
Introduction of mentor		
Information about school governorship		
National induction and accessing continuous professional development		
Attention drawn to Nottinghamshire LA governor support services Nottinghamshire Association Governors (NAGs) National Association of School Governors		
Overall views of the new governor on the induction programme.		

Dalestorth Primary and Nursery School  
Hill Crescent  
Sutton-in-Ashfield  
Nottinghamshire  
NG17 4JA

Telephone: 01623 459339

Dear ...

We are very pleased to welcome you to our Governing Body

The next meeting is ...

I include here a copy of our school governor induction handbook for you to look through

Our Governing Body is supported by Nottinghamshire County Council governor services. You will receive a welcome pack from them and will be encouraged to attend the national induction programme within the first twelve months of your appointment.

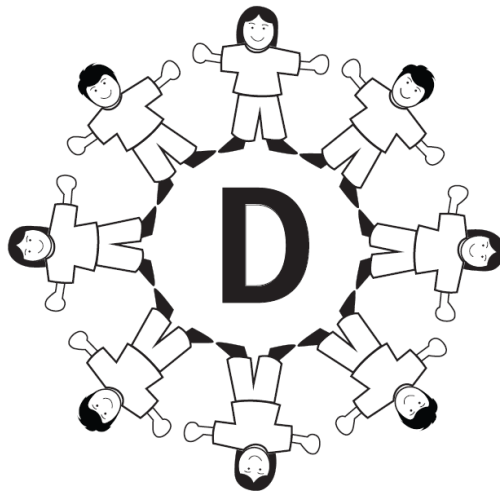
Your governor mentor is...

Please feel free to phone me on... before the meeting to have an informal chat

We are all looking forward to meeting you.

# Dalestorth Primary & Nursery School

## Governing Body



## Induction for new governors

Every new governor will be given the completed induction guide and:

- a plan of the school
- the school development improvement/action plan
- a school calendar to include events and activities planned throughout the year, governing body business planners and school visit policy
- a named mentor
- offered a place on the Local Authority national induction programme

## Introduction to governance

Welcome to the governing body of Dalestorth Primary & Nursery School. We have a governing body of 12 members and you will have joined as a representative in one of the stakeholder categories. The categories of governor are as follows:

**Parent** Parent governors are elected by members of the parent community. You must have parental responsibility for a child registered as a pupil at the school. If insufficient parents stand for election, the governing body can appoint parent governors. You are disqualified from standing as a parent governor if you are employed to work at the school for more than 500 hours in a school year (at the time of election) or if you are an elected member of the Local Authority (LA).

**Staff** Staff governors are elected by all staff, either teaching or support staff. The headteacher is a member of the governing body by virtue of his/her office and counts as a member of the staff category. If the headteacher chooses not to be a governor he/she must make this known in writing to the clerk to governors and the governing body will carry a vacancy in the staff category.

The other places in the staff category are for teaching and non-teaching representatives. If insufficient teachers come forward for election, the position can be offered to non-teaching representatives, or vice-versa.

Staff who are eligible to be staff governors (paid to work at the school) are not eligible to serve as LA or community governors at this school. If you are paid to work more than 500 hours per year at the school, you are not eligible to be a parent governor at this school.

**Authority** This category of governors is appointed by the LA. You are disqualified from being a governor in this category if you are eligible to be a staff governor at this school.

**Community** Community governors are appointed by the governing body to represent the wider community served by the school. Governing bodies are encouraged to recruit representatives from local businesses and charitable organisations. This category can include parents but not members of staff, registered pupils or elected members of the LA. Appointments are made by nominations and voting by all governors at a full governing body meeting.

**Associate members** Associate members are appointed by the governing body to serve on one or more committee(s) and attend full governing body meetings. The governing body decides if associate members have voting rights in committees, but they do not have voting rights in full governing body meetings. Associate members are **not** governors.

## **Rules and regulations**

As a governing body, we are subject to legislation set by the Government through the Department for Education (DFE). Details of all rules and regulations covering governance and school management can be found in **"A Guide to the Law for School Governors is available on the DfE website.**

### **Clerk to governors**

It is a legal requirement that all governing bodies employ a clerk to governors. The clerk is responsible for calling all meetings of the full governing body and ensuring that agendas and papers are circulated to all members in good time for the meeting. The clerk is also there to offer legal advice, guidance and assistance to governing bodies to ensure that all legal acts are complied with.

### **Chair of governors**

It is a requirement that the governing body should elect a chair and vice-chair. At Dalestorth Primary & Nursery School we have decided that the position of chair of governors will be for a period of 2 years. Elections for chair and vice-chair are usually held in the Autumn term.

The chair of governors works closely with the school and headteacher.

### **Vice-chair**

The vice-chair acts as chair in the absence of the chair of governors.

### **Mentoring**

There are currently 9 experienced members of the governing body who are able to provide mentoring to newly elected/appointed governors. We feel that in order to provide you with adequate mentoring, a mentor should take on a maximum of two governors at any one time. We will provide mentoring to you for as long as you feel you require this. The mentoring can take the form of an initial meeting with your mentor and then you will be able to approach him/her for whatever guidance/explanations/ assistance you require. We feel that this should be as informal as possible and should not aim to take over from the governor training provided by the LA. It is an additional source of information/clarification. If you feel that you would like to take up the offer of mentoring, please do not hesitate to speak to the headteacher or chair of governors.

### **Quorum**

The quorum for a full governing body meeting is 50% of governors in post. Vacancies are not included in the calculation. Decisions to be taken by vote must be determined by a majority of votes of those present and voting. If there are an equal number of votes, the chair has a casting vote. The quorum for committees is three governors who are members of the committee.

## Meetings

The full governing body meets once per term. However, additional 'special' meetings can be called if necessary. It is not always possible to call meetings of the full governing body to ensure decisions are taken in emergencies. The chair is given emergency powers and must report any actions taken to the full governing body at the earliest opportunity.

Each committee should meet at least once per term, or more often if required.

Members of the governing body will receive the agenda and supporting minutes and papers at least seven days before the date of the meeting. If a member wishes to place an item on the agenda, this should be brought to the attention of the chair of governors or headteacher three to four weeks before the date of the meeting. The person(s) making the request should provide a reason for the inclusion of the item. This timescale will allow the chair and/or headteacher sufficient time to arrange to include this item on the agenda and also to provide any information/replies required.

## Training and qualification

There are no formal educational qualifications required to become a governor. However, no-one is expected to undertake this most valuable voluntary job without support and training. The LA has a learning and development team, which provides governor training.

When you receive your package of information you will receive a copy of the Governor Training and Development prospectus and the Nottinghamshire Governor magazine with the 'At a Glance' training guide, containing details of induction courses. These are designed specifically for new governors and cover the whole range of issues you will meet as a governor. Please try to attend the induction course as it provides you not only with valuable information, but you will also meet other new governors and have the opportunity to exchange ideas and views. The induction course is nationally recognised and accredited.

To organise governor training, please telephone the number provided in the Governor Training and Development programme. Alternatively, you can contact Joseph Lamb who is our governor training co-ordinator. We are not limited to the number of representatives who may attend. If you wish to go on any training courses, please do so. When you attend a course, please let Joseph Lamb know in order that he/she can keep our governor training record as up-to-date as possible.

### **The only specific qualities you need are:**

- an interest in the education and wellbeing of our children
- a willingness to ask questions – don't be afraid to ask if you are unsure of anything
- the time commitment to attend the termly meetings of the full governing body
- a commitment to be part of a team which, by working together, can make a real difference to the school.

Please don't be put off by the jargon we use and never be afraid to ask what it means.

## What we do

Ofsted classifies the governing body within the leadership and management of the school. However, it is important to remember that governors do not manage the school. That is the job of the headteacher and management team. Governors are there to be “a critical friend” to the headteacher and the school.

We are there to support the headteacher and staff, but we are also there in a monitoring capacity, asking relevant questions such as

- Is it working?
- How do we know it is working?
- If it isn't working, what can we do?
- How can we help the school and nursery to get better?

## How we work together – our code of conduct

There are some general principles which inform the work of governing bodies. These are widely accepted and are known as the code of conduct. Our school subscribes to these principles which are as follows:

- supporting the aims and objectives of the school
- working co-operatively with other governors in the best interest of the school
- attending the meetings of the governing body
- promoting the interest of the school in the wider community
- each having an equal right to participate and to state our views whilst respecting the views of others
- being loyal to the decisions made by the governing body
- respecting the confidentiality of those items of business that have been designated as confidential. (We agree not to disclose what individuals have said or how they have voted)
- withdrawing from meetings where we have any direct personal interest in the business being discussed
- participate in training and development.

## Committee structure

The work of the governing body is wide-ranging. There are, therefore, committees which have specific areas of work delegated to them. These committees meet at intervals during the term and report back to the full governing body. The full governing body approves the membership of each committee. This is usually carried out at the autumn term meeting. Changes to membership can only be made at a meeting of the full governing body.

Dalestorth Primary & Nursery School has a committee structure of 2 committees.

These are:

- Pupils & Strategic Development Committee
- Finance & Personnel Committee

New Governors are encouraged to get to know the work of the different committees by shadowing different meetings.

## **Policies**

Policies are written to enable the school to monitor all aspects of school life and governors may be involved in the writing and updating of these documents. All policies are kept in the school. They can be found in a policy folder in the school office and are available for governors to read.

The monitoring role of the governor bodies is undertaken through the work of link or named governors. The role of these governors are decided according to the school's specific improvement priorities. Link or named governors work with school staff. They visit school and report back to the committee or governing body on progress.

## **Visits to school**

The very best way a governor can get to know the school is to visit. Governors are very welcome and encouraged to visit our school. There will be many events during the school year to which governors are invited. If you want to arrange a "getting to know the school" visit, speak to the headteacher in the first instance to discuss your visit. Governors are encouraged to become link governors and to monitor an area of the curriculum or other aspect of school life

Please remember that governors are not visiting the school in the role of inspectors. All staff at Dalestorth Primary & Nursery School are more than willing to invite us to their classrooms and will give every assistance.

You should produce a short report of your visit for the governing body. Comments should be brief and aim to be positive. If you have any queries, these should be addressed to the headteacher.

We have adopted a visits policy which contains a report pro-forma and information on how to undertake a school visit.

## **Decision making**

All members of the governing body have a right to be involved in the decision making at meetings unless they have a personal gain or financial advantage in the outcome of the decision. Please remember that once a decision has been made, it is final and binding. We operate as one body and accept the decisions made by the majority regardless of our personal views/opinions. All decisions made are corporate decisions. If there is a "tied vote" the chair has a casting vote.

## **Confidentiality**

All governors need to understand the principle of confidentiality. There may be confidential items discussed at governing body meetings and individual governors may be involved in confidential meetings. If an item is deemed to be confidential, it must not be discussed with anyone outside the meeting.

## **Suspension of governors**

The governing body can suspend governors if they breach the rules of conduct. The Guide to the Law gives full details of procedure.

Policy written by C Robertson / H Claxton  
Policy adopted: January 2023  
Policy reviewed: January 2025  
Policy due to reviewed: January 2027

<b>Appendix 1 GOVERNANCE STRUCTURE</b>		
<b>The Governing Body of Dalestorth Primary &amp; Nursery School is made up of:</b>		
<b>Governor</b>	<b>Committee</b>	<b>Area Link</b>
Joanne Wain Chair of Governors Co-opted Governor	All	Safeguarding
Jeremy Czarnocki Co-opted Governor Vice Chair of Governors	Chair - Finance, General Purposes and Personnel	Geography and History
Rob Barsby LA Governor	Chair - Strategic Development and Pupils	Science and PHSE
Tracey Smith Co-opted Governor	Strategic Development and Pupils	Art and Phonics
Adam Spate Parent Governor	Strategic Development and Pupils	Maths and RE
Matthew West Co-opted Governor	Strategic Development and Pupils	Computing and PE
Amy Robinson Co-opted Governor	Strategic Development and Pupils	SEND and Outdoor learning – FS and OPAL
Neil Walker Co-opted Governor	Strategic Development and Pupils	MFL
Leanne Aram Co-opted Governor	Finance, General Purposes and Personnel	Music and EAL
Chris Cudworth Parent Governor	Finance, General Purposes and Personnel	DT and English – reading
Joseph Lamb Staff Governor	Strategic Development and Pupils	English – writing
Head Teacher	Finance, General Purposes and Personnel  Strategic Development and Pupils	All Roles

## Appendix 2

### Guidance for governors visiting the school

#### Before you visit school

- Clarify the purpose of the visit. Is it linked to the School Improvement Plan? How does this affect what you are going to see?
- Discuss an agenda with the headteacher well in advance. Make sure that the date chosen is suitable for the purpose of the visit.
- Find out if there is a prompt sheet/checklist, agreed by staff and governors, to guide governors' visits.
- Time permitting, discuss the proposed agenda with any staff involved. How do they want governors to fit into the lesson?
- Be clear beforehand exactly what you are there to see. Try to prepare questions for staff in advance. The headteacher may be able to guide you on this.
- Discuss with the headteacher if any supporting information is available – Ofsted report, improvement plan, performance data.

#### During

- Be punctual, keep to the agreed timetable but be flexible.
- Decide with the teacher how you will be introduced and what your role in the classroom will be.
- Get involved with the children if the teacher has agreed that this would be appropriate.
- **Remember it is a visit not an inspection.**
- Observe discreetly. Remember that note-taking can be disconcerting.
- Don't distract the teacher from his/her work but be prepared to talk and show interest.
- Be courteous, friendly not critical, interact, don't interrupt.
- Remember why you are there. Don't lose sight of the purpose of your visit.
- Listen to staff.

#### After

- Discuss what you have observed with the teacher. Use the opportunity to clarify any issue you are unclear about. For example, did your presence have any impact on the atmosphere in the classroom? If so, how?
- Refer to the purpose of the visit. Consider together whether it has been achieved.
- Thank the teacher for supporting you in your role as a governor. Be open, honest, and positive.
- Make notes as soon as possible after your visit while it is still fresh in your mind.
- Discuss your observations with the head teacher. Be prepared to take the comments of others on board.
- Agree with the head teacher how and when you will report on your visit to the governing body.
- Write up your report and circulate a draft to the headteacher and any staff involved. Be prepared to amend it. Aim to achieve a report that is agreed by those involved.

## **New Governor Mentor Guide**

Mentoring is a useful way of providing new governors with the benefit of the knowledge, experience and support of experienced governors. It enables new governors to get to know the school and other governors and so become actively involved much more quickly.

### **Make contact with the new governor**

If possible, phone them before the first meeting. Introduce yourself and try to find out what kind of support the new governor would prefer.

Usually at any point within the first twelve months of being a governor any support you can offer will be seen as a bonus. Remember what it felt like when you were a new governor. Improving the life chances of our children is one thing all governors have in common and anything you can do to strengthen the commitment of a new governor has to be worth it long term.

### **The New Governor Induction Handbook**

If you already have one in your school, ask for a copy of the new governor induction handbook. First look through and check it is up to date. If it needs updating don't abandon it but speak to your training co-ordinator, work through the version you have and make the changes as you go along.

This will not only provide a useful framework to work through together, but you will have updated it for the next new governor.

### **Visiting the school**

Arrange with the headteacher for the new governor to meet staff and children at school.

If they have difficulty in getting time off work during the school day for governor's duties, allow them to discuss options; for example:

- The chair of governors could write a supportive letter to the employer
- OR
- Arrange for the new governor to attend one of the whole school events that take place in the evening.

### **Agenda**

Brief them about the background of the business on the agenda or work through school documents and policies with them. Be ready and willing to answer questions.

**Being a governor mentor can be a very rewarding role!**