



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Governors' Induction Policy **CARDINAL POLE CATHOLIC SCHOOL**

Status Public 2025

APPROVED BY THE LOCAL GOVERNING BODY ON: 10th December 2025

CHAIR OF GOVERNOR'S SIGNATURE:.....

David Rhans

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Description:	This document outlines Cardinal Pole Catholic School's policy on inducting new Governors into the role.
Status:	Non-statutory policy
Policy Audience:	Governors, Senior Leadership
Staff Contact:	Executive Headteacher
Other related School policies and procedures:	Local Governing Body Minutes, Committee Terms of Reference, Governors' Allowances Policy, Governor Visits Policy.
Approval by:	Full Governing Body
Adopted on:	
Frequency of Review:	Updated as necessary and reviewed every three years
Latest Date for Next Review:	

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

INDUCTION POLICY FOR NEW GOVERNORS

Mission Statement

Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity, aspiration** and **reward**, founded on Catholic values.

The Governing Body and Executive Headteacher believe it is essential that all new Governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new Governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Governors.

Purpose

- To welcome new Governors to the Local Governing Body and enable them to meet other members;
- To encourage new Governors to visit the school to experience its atmosphere and understand its ethos;
- To meet the Executive Headteacher, staff and students;
- To explain the partnership between the Executive Headteacher, school and Local Governing Body;
- To explain the role and responsibilities of Governors;
- To give background material on the school and current issues;
- To familiarise Governors with Cardinal Pole Catholic School and the ethos and religious character;
- To allow new Governors to ask questions about their role and/or the school/
- To explain how the Local Governing Body and its committees work/
- To allow new Governors to join appropriate committee(s). All Governors are encouraged to participate in at least one committee.

New Governors will:

- Be welcomed to the Local Governing Body by the Chair;
- Be invited by the Executive Headteacher to visit the school;
- Have the opportunity to tour the school and meet staff and children;
- Receive a briefing on the school from the Executive Headteacher or member of the Senior Leadership Team;
- Have the opportunity to meet informally with an existing Governor who will then act as their mentor;
- Be invited to attend an assembly and/or School Council meeting;
- Be encouraged to attend induction training provided by Hackney Education (or the equivalent from another provider);
- Complete regular training through either of the following: The Diocese, Hackney Education or at the school. Details of the training undertaken should be reported to the Clerk.

New Governors will receive:

- Login to the Local Governing Board's "GovernorHub" website on which Governors should view
 - Details of the Local Governing Body committees including their terms of reference;
 - Dates for future Governors' meetings including committees;
- Details of how to contact the school including the email address

- School parent newsletters/Staff Bulletins;
- Governors' Code of Conduct - to be signed by new Governors and returned to the Clerk (GovernorHub);
- Declaration of Business Interests form - for signing and returning to the Clerk;
- Skills matrix - to be completed and returned to the Clerk;
- [Login to the National Governance Association](#);
- [Keeping Children Safe In Education](#) - *please read at least sections 1&2.*

New Governors are also recommended to read:-

- The school's School Development Plan and the School's Improvement Plan;
- The latest Ofsted report;
- The latest Section 48 report;
- The annual budget;
- Policy documents relevant to committee membership.

Areas that the Executive Headteacher/SLT will cover include:

- Background to the school;
- Current issues facing the school;
- Visiting the school;
- The relationship between the Executive Headteacher and Local Governing Body.

Areas that the Chair of Governors and mentor will cover include:

- An overview of the Governor's role;
- How the full Governing Body and committee meetings are conducted;
- Planning their first Local Governing Body meeting;
- Spend some time to go through the agenda with them;
- Ensure that other Governors are aware of their new colleague;
- Enquiring about and organising provision for any particular or special needs the new Governor may have in order to access meetings and fulfil their role.

Areas that the Clerk will cover include:

- Provision of the documentation for the new Governor;
- Assisting the Chair and Executive Headteacher as necessary.