

CARDINAL POLE CATHOLIC SCHOOL



Governors' Induction Policy

Approved by
Governors

Signed:

Date:

30/11/22

Review due date (3 year):

November 2025



CARDINAL POLE
CATHOLIC SCHOOL

OUR MISSION

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

Description:	This document outlines Cardinal Pole Catholic School's policy on inducting new Governors into role.
Status:	Non-statutory policy
Policy Audience:	Governors, Senior Leadership
Staff Contact:	Executive Headteacher
Other related School policies and procedures:	Instrument of Government, Governing Body Minutes, Committee Terms of Reference, Governors' Allowances Policy
Approval by:	Full Governing Body
Adopted on:	30/11/22
Frequency of Review:	Updated as necessary and reviewed every three years
Latest Date for Next Review:	30/11/2025

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 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 Headteacher, staff and children
- To explain the partnership between the Headteacher, school and 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 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 Governing Body by the Chair
- Be invited by the 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 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)

New Governors will receive:

- [The Governance Handbook and Competency Framework](#)
- Login to the Governing Board's "GovernorHub" website on which Governors should view
 - Details of the Governing Body committees including their terms of reference
 - Dates for future Governors' meetings including committees
 - Details of how to contact the other governors
- Details of how to contact the school including the email address
- A calendar of school events (GovernorHub)
- Recent school newsletters
- Staff list
- Governors' code of conduct - to be signed by new Governors and returned to the Clerk (GovernorHub)
- Declaration of Business Interests form - for signing and return 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 self-evaluation development summaries and School's Improvement Plan
- The latest Ofsted report
- The annual budget
- Policy documents relevant to committee membership- *These documents are available on "GovernorHub"*

Areas that the Headteacher/SLT will cover include:

- Background to the school
- Current issues facing the School
- Visiting the School
- The relationship between the Headteacher and 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 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 Headteacher as necessary

Name (Print FULL name of Governor): JUSTIN MADUBUKO

Signed:



Date: 30/11/22

Please retain original signed copy for your own records and forward a copy to the Clerk to the Governors