



Mentoring/Induction Guidance for New Governors

Newly appointed governors should be given the opportunity to be paired with an experienced governor to ease the new governor into the role by helping them navigate through the mass of new jargon, terminology, structures and procedures.

There are no prescribed activities and some new governors will require more support than others.

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 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 the committee(s) of their choice; bearing in mind the utilisation of their previous skills training and experience and to observe committee meetings.

On acceptance to join the Governance Board , 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, meet staff and children.
- Receive an informal briefing on the school from the Headteacher
- Have the opportunity to meet informally with an existing governor who will then act as their mentor
- Be accompanied by their mentor to their first full governing body meeting (if required)

New governors should receive:

- A copy of the Governors' Handbook or the website link to the handbook
- Minutes and agendas of the most recent governing body meetings
- Minutes and agendas of the most recent meetings of any committee(s) which they join
- Copy of the most recent Ofsted Inspection report on the school
- An understanding of how performance is measured i.e. attainment and progress and what questions to ask
- List of statutory (and non-statutory) policies adopted by the governing body and information on where these are available
- The school prospectus
- A calendar of governing body and committee meetings; school terms, holidays and major school events for the current school year
- A list of the members of the governing body giving their name, type of governor (parent, teacher, etc.), length of service, special interest and (if agreed) contact telephone number and address
- Details of how to contact the school including the e-mail address
- A list of the committees (and working parties if relevant) of the governing body, with membership and terms of reference and a list of specific roles/links
- Recent school newsletters
- Glossary
- Headline data and the links to the data dashboard
- An understanding of how performance is measured i.e. attainment and progress and what questions to ask

New governors will also be recommended to read:

- The School Improvement/Development Plan
- The latest Ofsted report and action plan
- Policy documents relevant to committee membership
- The school visits policy
- The Code of Conduct

Areas that the Headteacher 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 mentor will cover include:

- An overview of the governor's role
- How the full governing body and committee meetings are conducted
- All new governors should be strongly advised to undertake the induction for new governors training course, other governor training and undertake training relevant to the committees they are appointed to.

- All new governors should also be strongly advised to undertake the Introduction to Governance modules online training provided by Modern Governor prior to undertaking the induction for new governors training course.

What else should happen?

- Meetings
 - It would help all new governors if time were taken at the start of meetings to help them settle in.
 - At their first meeting, take time for introductions: the new governor and everyone else present.
 - If a mentor has been appointed, consider arranging a meeting with the new governor, or at least hold a telephone conversation before the full board meeting. This will enable governors to talk through the agenda. It would also be good for the mentor to sit next to the new governor at that meeting.
 - The use of acronyms should be avoided and Chairs of meetings should take time to explain any abbreviations or jargon and, on occasions, a very brief background explanation to what is being discussed.
- In between meetings
 - Have the opportunity to review their first meeting with the mentor.
 - The mentor to be available as a sounding board and someone to whom the new governor can turn to for help and advice.

Timescales

It is anticipated that the mentoring arrangements would last approximately 12 months but this would depend on the individual.

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