



BRENTWOOD DIOCESAN EDUCATION SERVICE

“Supporting Catholic schools to provide excellent education where pupils flourish, and Christ is made known to all.”

Model Induction Checklist for new governors

Introduction

It is essential that all new governors feel welcomed into the school community and have the necessary information and support to fulfil their role with confidence.

This model checklist is not exhaustive, but gives examples of the key information and support that new governors should receive. Please feel free to adapt the checklist to meet the needs of your own governing board.

Name of governor.....

| Activity | By whom | When | Completed |
|--|-------------------------------------|----------------------------------|------------------|
| Send welcome letter | chair/clerk | On appointment | |
| Meet the chair and headteacher for briefing and tour of the school to meet staff and children | chair/ headteacher | On appointment | |
| Ensure new governor receives (this information may be included in your governor handbook): <ul style="list-style-type: none"> • School contact details • List of governors with contact details • A list of school staff • A map of the school • Calendar of full governing board (FGB)/ local governing committee (LGC) meetings • Minutes of last FGB, LGC (MATs) and committee meetings • Membership and terms of reference of any committees • Details of secure logon to the school's website, if relevant • Calendar of school events and term dates • Instrument of Government (Maintained schools) • Scheme of Delegation (Academy MATs) • Latest Section 48 inspection report • Most recent Ofsted report (or link to information online) • School Improvement Plan • Recent school newsletters • CES statement on Governance of a Catholic School/Academy • School Visits Policy (it is good practice for new governors to accompany an | chair/ training link governor | Within 2 weeks of appointment | |

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| experienced governor on their first monitoring visit) | | | |
| Ensure new governor has a current Enhanced Criminal Record Certificate. If not, they must apply for one at the school within 21 days of appointment | school | Within 21 days of appointment | |
| Details of new governor sent to: sophierussell@dioceseofbrentwood.org so governor receives monthly Governor News and information about Diocesan governor training, including Induction | clerk | On appointment | |
| Details of new governor added to school website and GIAS | school | On appointment | |
| Allocate a 'buddy' – a more experienced governor to support the new governor | chair or training link governor | Before next FGB meeting | |
| Complete governor skills audit to find out how their knowledge and skills can best be used and to identify development needs | chair/ training link governor | Before next FGB meeting | |
| Register for Faithful Governance, the course for new governors in Catholic schools on the Gift-ED app (new foundation governors will be given automatic access by the Diocese) | chair/ training link governor | Within 6 months if new to school governance | |
| Photograph taken for notice board/ID badge/website as appropriate | | Within first term of appointment | |
| Declaration of business interests New governor signs Code of Conduct | clerk | First FGB meeting | |
| Support new governor through their first FGB meeting, to enable them to ask questions and understand the issues/ any jargon | buddy | First FGB meeting | |
| Have the opportunity to review their first term and discuss further areas for development From their background, experience and interests, what are the particular skills they can contribute to the governing board? Are these being used effectively? | buddy/chair/ training link governor | End of first term of appointment | |
| It is good practice for all governing boards to undertake an annual self-review to ensure the effectiveness of the governing board and the best use of the skills of governors/trustees | chair | End of first year | |