



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 note especially the statutory requirement to include safeguarding training as part of governor induction.

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) • CES statement on Governance of a Catholic School/Academy • School Development Plan 	chair/ training link governor	Within 2 weeks of appointment	

<ul style="list-style-type: none"> • School's Safeguarding and Child Protection policies • Latest Section 48 inspection report • Most recent Ofsted report (or link to information online) • Recent school newsletters • School Visits Policy (it is good practice for new governors to accompany an experienced governor on their first monitoring visit). The Diocese has a model visits policy you can use or adapt 			
<p>Ensure new governor has a current Enhanced Criminal Record Certificate.</p> <p>If not, they must apply for one at the school within 21 days of appointment</p>	school	Within 21 days of appointment	
<p>Details of new governor sent to: governanceappointments@brcdt.org so governor receives monthly <i>Governor News</i> and information about Diocesan governor training, including Induction</p>	clerk	On appointment	
<p>Details of new governor added to school website and GIAS</p>	school	On appointment	
<p>Allocate a 'buddy' – a more experienced governor to support the new governor</p>	chair or training link governor	Before next FGB meeting	
<p>Complete governor skills audit to find out how their knowledge and skills can best be used and to identify development needs</p>	chair/ training link governor	Before next FGB meeting	
<p>If the school subscribes to Gift-ED, register for <i>Faithful Governance</i>, the course for new governors in Catholic schools</p>	chair/ training link governor	On appointment	
<p>Book onto Induction training, either through the Diocese or your local authority provider</p>	governor	Within 6 months if new to school governance	
<p>Book onto BDES <i>Safeguarding Children</i> course or attend in-school safeguarding training</p>	governor	Within 6 months of appointment	
<p>Ensure governor reads and understands Part 1 and Annex A of the latest KCSIE and knows who the designated safeguarding lead (DSL) is</p>	chair/buddy	Within first term of appointment	
<p>Declaration of business interests</p> <p>New governor signs Code of Conduct</p>	clerk	First FGB meeting	
<p>Photograph taken for notice board/ID badge/website as appropriate</p>		Within first term of appointment	

Support new governor through their first FGB meeting, to enable them to ask questions and understand the issues discussed/ 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	

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