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**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.

**Understanding your Core Functions**

Your core strategic functions, as a Governing Body at a Catholic school, are to:

* ensure clarity of Catholic vision, ethos and strategic direction
* hold the appropriate senior leadership to account for the educational performance and Catholic character of the school and its pupils; and for the internal organisation, management and control of the school, including performance management of staff
* oversee the financial performance of the school and make sure its money is well spent

This model checklist is not exhaustive but gives examples of the key information and support that new Governors should receive. Please note especially the importance of including [safeguarding training](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) as part of Governor induction.

**Checklist**

Please feel free to adapt the following checklist to meet the needs of your own governing board.

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**Model Induction Checklist for New Governors**

|  |  |
| --- | --- |
| **Name of Governor:** |  |
| **Governor position held:** |  |
| **Name of School:** |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **By whom** | **When** | **Completed** |
| Send welcome letter | Chair/  Governance Professional | 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):   * 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](https://www.catholiceducation.org.uk/resources/governance-guidebook) * School Development Plan   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](https://www.dioceseofbrentwood.net/wp-content/uploads/2025/05/Governor-Visits-Diocesan-Model-Policy-2025-VB.docx) which you can use or adapt * [7 Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)– these are the [guiding principles](https://schoolgovernors.thekeysupport.com/the-governing-body/governor-conduct/nolan-principles/) for all Governors / Trustees | Chair/ Training Link Governor | Within 2 weeks of appointment |  |

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| Ensure new Governor has a current [Enhanced Criminal Record Certificate (DBS)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1059974/Quick_Guide_to_DBS_Checks.pdf) - 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: [governanceappointments@brcdt.org](mailto:governanceappointments@brcdt.org%20) so Governor receives monthly Governor News and information about Diocesan Governor training | Governance Professional | On appointment |  |
| Details of new Governor / Trustee added to school website, GIAS and Companies House | School | On appointment |  |
| Allocate a ‘mentor’ – a more experienced Governor to support the new Governor | Chair / Training Link  Governor | Before next FGB meeting |  |
| Complete [Governor Skills Audit](https://www.dioceseofbrentwood.net/wp-content/uploads/2025/05/Skills-Audit-May-2025.docx) to find out how their knowledge and skills can best be used and to identify any development needs | Chair / Training Link Governor | Before next FGB meeting |  |
| [Register for *Faithful Governance*, the](https://web.pro-forms.co.uk/onlineForms/entry.phtml?code=2opls) [course for new Governors in Catholic](https://web.pro-forms.co.uk/onlineForms/entry.phtml?code=2opls) schools on the Gift-ED app | Chair / Training Link Governor | On appointment |  |
| Book onto the Diocesan [Induction training](https://www.dioceseofbrentwood.net/departments/education/events/) | Governor | Within 6 months (if new to school  Governance) |  |
| Book onto the next Diocesan [Safeguarding Children](https://www.dioceseofbrentwood.net/departments/education/events/)course. KCSIE requires all Governing and Trust Boards and school proprietors to make sure all Board members receive appropriate safeguarding and child protection training at the point of induction | Governor | Within 6 months of appointment |  |
| Ensure Governor reads and understands Part 1 and Annex A of the latest [KCSIE](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) 2024 and knows who the designated safeguarding lead (DSL) is | Chair / Mentor | Within first term of appointment |  |
| New Governor reads and signs [Code of Conduct](https://www.dioceseofbrentwood.net/wp-content/uploads/2025/03/CES-Model-Code-of-Conduct.docx) | Governance Professional | First FGB meeting |  |
| Photograph taken for notice board / ID badge / website as appropriate | School | Within first term of appointment |  |

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| Support new Governor through their first FGB meeting, to enable them to ask questions and understand the issues / [terminology](https://www.dioceseofbrentwood.net/wp-content/uploads/2021/01/Jargon-Buster-Diocesan-2021.pdf) | Mentor | 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? | Mentor / Chair / Training Link Governor | End of first term of appointment |  |
| It is good practice for all Governing Boards to undertake an [Annual Self Review](https://www.dioceseofbrentwood.net/wp-content/uploads/2025/02/Skills-Audit-Annual-Self-Review-2.docx) to ensure the effectiveness of the governing board and the best use of the skills of Governors / Trustees | Chair | End of first year |  |