



Ravenswood School

Nailsea

Our Vision: DREAM. ACHIEVE. BELIEVE.

Our aims are for all pupils to be Safe, Happy and Prepared for their next steps.

Governors Induction Pack

This Induction Pack has been produced for all new Governors at Ravenswood School. We believe in giving new Governors the necessary support to fulfill their role with confidence and hope this pack provides useful information. Other information about the role may be provided by external organisations such as Governors for Schools and Somerset Services for Education (SSE).

Issue No.	Author / Owner	Date Reviewed	Approved by Governors	Comments
1	FGB		06.04.2022	

The Governing Body and Headteacher of Ravenswood School believe that all new Governors should receive an induction package covering a broad range of issues and topics either from the school or from an external organisation. There is a commitment to give new Governors the necessary information and support to fulfill their role with confidence. We see this as an investment, leading to more effective governance and satisfaction for Governors in fulfilling their role.

1. 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 the different committees work
- To allow new Governors to join the committee(s) of their choice after observing
- To understand the importance of confidentiality and consequences of a breach of Confidentiality
- To identify any training needs

2. Prospective New Governors will:

- Be asked to provide the contact details of two referees
- Receive an informal briefing on the school from the Headteacher and/or Chair of Governors
- Be invited by the Headteacher to visit the school to experience its atmosphere and understand the ethos
- Be given background material on the school and any current issues
- Have the opportunity to tour the school and meet staff and children

3. New Governors will:

- Be elected and welcomed to the Governing Body by the Chair at a meeting of the Full Governing Body
- Be asked to complete a DBS check and declaration
- Have the opportunity to meet informally with an existing Governor who will then act as their Mentor
- Have the opportunity to review their first meeting with their Mentor
- Be encouraged to access training, including induction training for Governors provided by the Local Authority Governor Services Team (SSE).

4. New Governors will be given access to the following documents:

- The DfE “Governance handbook and competency framework”
- The School Improvement and Development Plan
- The school policies and website information
- Latest Ofsted Report and Action Plan
- Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference
- The work plan for the current year including dates for all future Governors’ meetings
- List of staff, responsibility areas and job titles
- List of Governor’s names
- Details of how to contact the other Governors
- Details of how to contact the school including the e-mail address
- The Latest School Newsletter
- A copy of the minutes of the last Governing Body meetings (not confidential minutes)
- DBS form for completion
- The Governing Body Code of Practice and Declaration of Interests form

5. The Headteacher will cover the following in their briefing to new Governors:

- Background to the school
- Any current issues facing the school
- Policy in respect of visiting the school
- The relationship between the Headteacher and Governing Body

6. Areas that the Chair of Governors / Mentor will cover include:

- An overview of the Governor’s role
- How the full Governing Body and committee meetings are conducted
- Governor training
- Governor Skills Audit
- Preparation for all Governor Meetings – at Ravenswood papers are sent out by email on the Wednesday before the meeting
 - Read all the papers thoroughly
 - Prepare any questions in advance
 - Email the Chair of the meeting with questions you would like to ask
 - Email the Chair of the meeting with any extra items for the agenda (AOB) so that colleagues can prepare the necessary information

Governor Induction

The induction process will be coordinated by the Chair of Governors, along with named persons. The agreed programme should be followed in order to avoid duplication of tasks and to ensure a comprehensive and supportive induction.

Task	Person Responsible	When
First contact and give an outline of the role and responsibilities, the expected level of commitment and any current issues	CoG	Before election
Send for two references	CoG / Clerk	Before election
When election confirmed, issue Code of Conduct and Declaration of Interests forms	CoG / Clerk	Upon appointment
At first Full Governing Body meeting, introduce all Governors and explain context of each main agenda item	CoG	First FGB meeting
Arrange a visit to the school to talk to the Headteacher, tour the school and meet the staff and pupils	Headteacher	After first FGB meeting
Add new Governor's name to Governor and school email lists and add details to school website	School Admin and IT Teams	Upon recruitment
Give advice on local training available	CoG	After first FGB meeting
Arrange access to Educare e-learning for Safeguarding training	School IT Team	After first FGB meeting
Discuss new Governor's interests and skills to match Governor to relevant committee	CoG	After first FGB meeting
Provide new Governor with links to access documentation mentioned in section 3 above	Contained in this document	After first FGB meeting
Give new Governor a list of acronyms used in the school	CoG	After first FGB meeting
Arrange feedback from new Governor so that induction process can be updated and refined	CoG	After first year

The Governor Mentor will be available to help and support the new Governor before and after their first meeting as appropriate. He/she should have experience as a Governor, a good understanding of educational terminology and acronyms and good interpersonal skills.

The Governor Mentor should meet informally with the new Governor before their first FGB meeting to explain the process and be ready to answer any questions they may have. The two Governors should exchange contact details and arrange to meet informally throughout the first year. The new Governor should rely on their Mentor as the first point of contact, should they have any queries.

New Governor Checklist

Induction Procedure – please date each box when completed

Have you?	When?
Provided contact details for two referees	
Received an informal briefing from the Chair of Governors or the Headteacher	
Been invited to tour the school	
Toured the school and met staff and pupils	
Completed identification process for DBS check	
Been assigned / met with an existing Governor who will act as Mentor	
Have you received or been given access to?	
The school aims statement	
A list of Governors	
A list of school staff	
Details of the Governing Body Committees and their terms of reference	
Minutes of the last FGB meeting	
All relevant policy documents, statutory and advisory	
The DfE "Governance handbook"	
The latest Ofsted report	
The school improvement and development plan	
Governors' workplan including dates of meetings	
Contact details for key personnel, school email and website address	
Governor's code of conduct	
Has the Headteacher or Chair of Governors covered?	
The background to the school and any current issues	
Visiting the school	
Overview of the Governor's role	
Relationship between the Headteacher and the Governing Body	
Name:	

Links to Resources and Documents

- The DfE “Governance handbook and competency framework”
<https://www.gov.uk/government/publications/governance-handbook>
- The School Improvement and Development Plan (printed copy)
- The School Prospectus policies and website information
<https://www.ravenswoodschool.org.uk/school-organisation/school-policies.html>
- Latest Ofsted Report and Action Plan
<https://reports.ofsted.gov.uk/provider/25/109407>
- Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference
<https://www.ravenswoodschool.org.uk/school-organisation/governors.html>
- The work plan for the current year including dates for all future Governors’ meetings
<https://www.ravenswoodschool.org.uk/assets/components/resources/leadership-and-management/governors/2021-22%20Governors'%20Work%20Plan.pdf>
- List of staff, responsibility areas and job titles
<https://www.ravenswoodschool.org.uk/school-organisation/staffing.html>
- List of Governor’s names and responsibility areas
<https://www.ravenswoodschool.org.uk/school-organisation/governors.html>
- Details of how to contact the other Governors (via school email)
- Details of how to contact the school including the e-mail address
<https://www.ravenswoodschool.org.uk/>
- The Latest School Newsletter (printed copy – in future weekly by school email)
- A copy of the minutes of the last Governing Body meetings (not confidential minutes)
<https://www.ravenswoodschool.org.uk/school-organisation/governors.html>
- DBS form for completion (printed copy)
- The Governing Body Code of practice and Declaration of Interests form (printed copy to be signed and returned to the school)