THE HASELWORTH WAY PO12

GOSPORT

Governor Induction Policy and Procedures

Policy approved:	**13th July 2026**	**FGB**
Signed:	***N Jones***	**Headteacher**
Signed:	***C Roast***	**Chair of Governors**
Date of next review:	**July 2029**	**Annually**
Monitored and Evaluated by:	**Chair of Governors**	**Termly**

Introduction

The Governing Body and Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

The Development and Training Governor (DTG), supported by the Chair of Governors, will take overall responsibility for the induction of new governors.

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 (GB).

To explain the role and responsibilities of governors.

To give background material on the school and current issues.

To explain how the Governing Body works.

To enable new governors to ask questions about their role and/or the school.

Induction arrangements

New governors will:

Be welcomed to the Governing Body by the Chair of Governors.

Be invited by the Chair to visit the school.

Have the opportunity to tour the school and meet staff and children.

Receive an informal briefing on the school from the Chair.

Receive an informal briefing on the Governing Body and its responsibilities from the Chair.

Have the opportunity to meet informally with the Development and Training Governor (DTG).

Be supported by the DTG or an appointed mentor at their first full Governing Body meeting, if required.

Have the opportunity to review their first meeting with the Chair or DTG.

New governors must:

Attend the Induction for New Governors training course within their first year in post.

Read, agree to and abide by the Governing Body policies, Code of Conduct and all safeguarding policies.

Information and documents provided

New governors will receive:

The link to the Department for Education (DfE) “Governors’ Handbook”.

Relevant school safeguarding, security, health and safety, and child protection policies and procedures (a safeguarding pack is to be issued).

Dates for future governors’ meetings,

A list of governors, and current roles.

Contact details for the school, Clerk to Governors, Chair of Governors and other governors, where appropriate.

Minutes of the last full Governing Body meeting.

A glossary/jargon buster.

Details of the school website and instructions for logging in to Governor Hub & HSS

Governor policies, as listed in the New Governor Checklist.

The school development plan, self-evaluation form and any action plans.

Any Ofsted reports, HMI letters or other relevant documents current at the time.

The Governing Body self-evaluation form.

A new governor skills audit form.

A pecuniary interest form.

Other governor information, such as questions to ask during meetings.

Details of governor training opportunities.

This document, including the checklist and feedback form.

New governors are by no means expected to read and understand all the information provided. It is the duty of the school and Governing Body to provide this information and to offer assistance and advice if requested.

Policy review

This document will be reviewed every three years by the FGB or sooner in light of governor feedback.

Governor Induction Policy and Procedures 2026 - 2029