**New governor induction checklist**

In order to be fully prepared for their duties, new governors must ensure all the necessary procedures are followed during their induction. It is good practice for schools and academies to have a governor induction procedure, which provides all the essential information from the school, or academy, as well as gathers information on the governors themselves.

The first two tables need to be completed to ensure that the governing board is fully aware of the skills and knowledge of the new governor. In this way, potential areas for training and improvement can be identified.

Following these, the checklist will be completed as the induction process progresses. Before undertaking their duties, new governors will ensure all areas of concern have been covered.

**Skills and knowledge audit**

Please tick as appropriate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skills | High level of experience | Adequate level of experience | Basic level of experience | No experience |
| HR |  |  |  |  |
| Financial management |  |  |  |  |
| Facilities management |  |  |  |  |
| Curriculum |  |  |  |  |
| SEND |  |  |  |  |
| Data management |  |  |  |  |
| Children’s services |  |  |  |  |
| Law |  |  |  |  |
| Governor responsibilities | Extensive knowledge | Adequate knowledge | Basic level of knowledge | No knowledge |
| Roles and responsibilities of a governing board |  |  |  |  |
| Curriculum |  |  |  |  |
| SEND |  |  |  |  |
| Financial management |  |  |  |  |
| Data management |  |  |  |  |
| Health and safety |  |  |  |  |
| Safeguarding |  |  |  |  |
| Pupil discipline |  |  |  |  |
| School performance management |  |  |  |  |
| HR in schools |  |  |  |  |
| School improvement planning |  |  |  |  |
| Accountability |  |  |  |  |

**New governor checklist**

|  |  |
| --- | --- |
| Action | **Completed (Please tick)** |
| Preparation | |
| Invited by the headteacher to visit the school. |  |
| Welcomed to the governing board by the chair |  |
| Toured the school and met pupils and staff. |  |
| Received an informal briefing on the school from the headteacher, including the current issues facing the school. |  |
| Assigned a governor mentor. |  |
| Viewed the school’s website. |  |
| Received the dates of upcoming governors’ meetings. |  |
| Received the relevant documentation | |
| Keeping Children Safe in Education |  |
| The Child Protection and Safeguarding Policy |  |
| The Behavioural Policy |  |
| The Governance Handbook |  |
| The school’s guidelines for governors, including the code of conduct. |  |
| The school’s prospectus. |  |
| Details and terms of reference for the governing board. |  |
| Contact details for all the other governors. |  |
| Contact details for the school. |  |
| Calendar of the school’s events. |  |
| The school’s newsletters. |  |
| The School Improvement Plan. |  |
| The latest Ofsted report and action plan. |  |
| The latest annual report to parents. |  |
| The Performance and Evaluation Policy |  |
| The school’s Visits Policy. |  |
| Details of any relevant training opportunities. |  |
| Details of the school’s budget. |  |
| A list of all the school staff, along with their responsibilities. |  |
| A register of interests form. |  |
| A list of all the committees, along with the relevant terms of reference. |  |
| The Governors’ Expenses Claim Policy, with the accompanying claim form. |  |

|  |  |
| --- | --- |
| Understanding the processes of the governing board | |
| Please tick when you feel you fully understand each area: | |
| The current issues facing the governing board. |  |
| The language and abbreviations of the education sector. |  |
| The voting process of the governing board. |  |
| The process for governors’ visits to the school. |  |
| The process for raising concerns and issues. |  |
| The role and identity of the DSL and any deputies. |  |
| The school’s response to children who go missing from education. |  |

|  |  |  |
| --- | --- | --- |
| Governor’s name: | Signed: | Date: |
| Headteacher: | Signed: | Date: |