

SCHOOL GOVERNOR INDUCTION PACK LIST

The following is a comprehensive list of what a new school governor may need as reference. However, signposting to where these documents can be easily found, rather than downloading, is recommended.

1. The Governing Body:
 - 1.1 Governor contact information
 - 1.2 Governor Committee structure and Terms of Reference
2. Roles and Responsibilities of the Governing Body, Head Teacher & Bursar and any other key members of staff.
3. Signposting to the [DfE's 'Governance Handbook' and 'Competency Framework for Governance'](http://www.gov.uk/government/publications/governance-handbook) (www.gov.uk/government/publications/governance-handbook)
4. A list of policies and the review cycle
5. The procedure for completing Register of Business Interest Form
6. Instrument of Government
7. Calendar of meetings
8. School prospectus
9. School map
10. Leadership Team structure
11. The [Code of Conduct for Governing Boards](http://www.nga.org.uk/knowledge-centre/governing-board-code-of-conduct) (www.nga.org.uk/knowledge-centre/governing-board-code-of-conduct)
12. The Confidential Reporting Code
13. [Keeping Children Safe in Education \(KCSIE\)](http://www.gov.uk/government/publications/keeping-children-safe-in-education—2) (www.gov.uk/government/publications/keeping-children-safe-in-education—2)
14. Teaching Staff Structure/Establishment
15. Support Staff Structure/Establishment
16. School Budget:
 - 16.1 Financial Regulations and Procedures
 - 16.2 Derbyshire Scheme for Financing Schools
 - 16.3 Copy of most recent audit report

17. School Improvement Plan
18. Latest Ofsted Report
19. Useful School Abbreviations
20. Induction process:

All newly appointed Governors should be inducted as follows:

- Clerk to Governors to issue induction pack along with all relevant documentation for completion including Declaration of Eligibility form, Business Interest form and request for information to enable a DBS check to be undertaken.
- Clerk to governors to advise new governor of available governor training courses relevant to the committee assigned to.
- As a minimum, the following in-house basic induction should take place:
 - Meeting with the Chair of governors prior to the first full governors meeting, following appointment.
 - Meeting with the Chair committee prior to first committee meeting.
 - Meeting with the relevant school leadership team member(s) within first month of appointment
 - Clerk to governors to advise new governor of relevant governor training courses.

Clerk to Governors to contact new governors approximately 6 months after appointment to ascertain whether further training is required.