

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### **Governor Induction Policy**

#### **Our Purpose**

At Queen Elizabeth's Grammar, Alford, 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. We are committed to ensure that all new Governors are given the necessary information and support to fulfill their role with confidence. We see this as an investment, leading to more effective governance and retention of governors.

We want to make new Governors feel welcome.

#### **New Governors will:**

- Be welcomed to the Governing Body by the Chair;
- Be invited by the Headteacher to visit the school to experience its atmosphere and understand its ethos;
- Have the opportunity to tour the school and meet staff and children;
- Receive an informal briefing on the school from the Headteacher to explain the partnership between the Headteacher, school and governing body;
- Have the opportunity to meet informally with an existing governor who will then act as their mentor. They will explain how the governing body and its committees work;
- Be encouraged to join the committee(s) of their choice;
- Be accompanied by their mentor to their first full governing body meeting (if required);
- Have the opportunity to review their first meeting with the chair /mentor;
- Be given background material on the school and current issues;
- Be encouraged to ask questions about their role and/or the school ;
- Be encouraged to access training including Induction training for governors.

Last reviewed May 2021

Next date due to be reviewed by the Governors – June 2022



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### Governor Induction

<b>Governor Name:</b>	
<b>Type of Governorship:</b>	
<b>Date of Appointment</b>	

<b>Induction Part 1</b>		
Date:		
<b>Areas Covered</b>	<b>By</b>	<b>Completed</b>
Induction Pack	Clerk	
The School: <ul style="list-style-type: none"> <li>• Background of the school</li> <li>• Current issues facing the school</li> <li>• Visiting the school</li> <li>• The relationship between the Headteacher and Governing Body</li> </ul>	Headteacher	
The Governors Role: <ul style="list-style-type: none"> <li>• An overview of the Governors' role</li> <li>• How the full Governing Body and committee meetings are conducted</li> <li>• How to propose agenda items</li> <li>• Governor training</li> </ul>	Chair of Governors	
Complete Paperwork	Clerk	
Tour of the School	Headteacher / Chair	

<b>Induction Part 2</b>		
Date:		
<b>Areas Covered</b>	<b>By</b>	<b>Completed</b>
Useful Information	Clerk	
Review	Chair of Governors	

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### **The Role of the Governing Body**

The Board of Governors is responsible for the management of the school. Governors are obliged to carry out specific duties in relation to:

#### ***Finance***

- Allocating Funds
- Teachers' Pay Policy
- Use of Facilities
- School Improvement Plan

#### ***Curriculum***

- Ensure that the National Curriculum is being delivered and assessed
- Produce and review the School's Curriculum Policy
- Ensure the education of children with Special Educational Needs
- Take account of any Inspection Findings
- Complaints Tribunals

#### ***Management of Staff***

- The Headteacher
- Appointment of Teachers and other Staff
- Pay Policy
- Disciplinary and Grievance Procedures

#### ***Premises Management***

- Inspection
- Repairs and Maintenance
- Health and Safety
- School Security

#### ***Pupils***

- Admissions Policy
- Enrolment Restrictions
- Appeals Tribunals
- Child Protection
- Discipline
- Charges

#### ***School Inspections***

- Before
- After

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