SCHOOL GOVERNOR INDUCTION CHECKLIST	√
Welcomed to the governing body by the chair	
Received informal briefing by chair and/or headteacher covering: • background to the school • expectations of governors • visiting the school • relationship between the governing body and the school • role of the chair, vice chair and committee chairs	
Met informally with an existing governor who will act as mentor	
Submitted DBS (Disclosure and Barring) application (If Applicable)	
Signed Annual Register of Interests Form	
Received or been referred to:	
The instrument of government (constitution) of the governing body	
Department for Education Governors' Handbook	
School prospectus/website	
Meeting dates for the academic year	
Calendar of school events	
Contact details for other governors	
Contact details for the school	
Contact details for the clerk	
Details of committees and committee chairs	
School Improvement Plan	
Latest Ofsted report	
School visits policy (if there is one)	
Code of Conduct for Governors (if there is one)	
Policies relevant to committee membership	
Headteacher's Report (at least the two most recent)	
Minutes of governing body meetings (including at least the two most recent full governors' meetings)	
Encouraged to:	
Join a committee	
Attend governor induction training (at Camden, the church authority or both)	
Visit the school/attend school events	
Provide brief cv/photo for the website	



Induction Pack for New Governors

New Governor Induction Pack

Purpose of this pack

- Welcome you to the governing body and ensure that you have contact details for other governors and our clerk
- Enable you to make an effective contribution to the work of the governing body and be an active participant in school life
- Explain the relationship between the governing body and the school
- Explain the role and responsibilities of governors
- Provide some background information on the school and current issues
- Allow you to identify questions they may wish to ask and further training and development you might require

Useful contacts

- Anthony Stoll is the chair of governors
- The clerk to the governing body is Pete McGuigan
- You will be assigned a mentor for your first two terms as a governor (or longer if you wish). His/her details will be given to you in a letter.
- Dorothea Hackman is chair to the Premises Committee
- Dorothea Hackman is chair to the Curriculum & School Improvement Committee
- David Auger is chair to the Finance & Personnel Committee
- Maxine Cameron is the contact for the Executive Headteacher and Karen Tyrer clerk to the Premises & Curriculum Committee
- The local authority supports governors who have queries.
- To access a range of local and national legislation and guidance governors have a portal on GovernorHub for school support . GovernorHub will keep you up to date with the latest news and information, remind you about/invite you to briefings and highlight ways in which we may be able to support you. Camden Learning Governor Services is led by Owen Rees. We can be contacted at owen.rees@camden.gov.uk
- Additional sources of information are the twice termly Chairs forums and termly briefings with officers.

Health & Safety

Governor training needs analysis

Governor responsibilities	I have no previous knowledge	I have some knowledge	I have a log of knowledge
Roles & Responsibilities of a Governing Body			
The Curriculum			
SEN			
Safeguarding			
Understanding school data			
Financial management in schools			
Health & Safety			
Performance management in schools			
HR in schools			
School improvement planning			
Monitoring performance			
Accountability			

Of the following two descriptions which ONE describes you better?

An originator (i.e. an 'ideas' person)

OR

A finisher (i.e. someone who can take an idea and see it through/make it work

Interests

Please record your particular interests in education. For example: early years, mathematics, literacy, mathematics, creative arts, extra-curricular, etc.

Governor Skills Audit

We value the skills you can bring to our governing body and in order we can make the best use of your skills we ask that you complete the following skills audit. If you have a skill not listed here please add them to the proforma.
Do you consider you have particular strengths in any of the following skills or experience? (tick all which apply)

Communication		Business Planning	
Public Relations		Contracting Services	
Mediation		Buildings/Premises Management	
Strategic leadership		Interpreting School Data	
Research		Project Management	
Policy development		Media/Public Relations	
IT and website development		Human Resources	
Legal		Governance (Primary)	
Data management		Governance (Secondary)	
Finance		Governance (Special)	
Family Support/ Youth Liaison		Schools Causing Concern	
Special Educational Needs		Safeguarding	

Netley is a happy, rights respecting school. Everyone takes steps to better themselves and their community, as they become responsible, global citizens.

Netley Primary School is an inclusive school, exuding a warmth and generosity of spirit that comes from our happy children and diverse school community. The school is set within Netley Campus, a state of-the-art learning environment for children and adults. We have 430 children, including Woodlands, an outstanding centre for children with Autism. Acorns, our centre for two year olds, was established in 2017. In 2018 OFSTED once again judged Netley as 'Good' in all categories.

Governors' Welcome

Governors support the school in any way we can: we advise, challenge and help ensure that the school is well run and its achievement moves from strength to strength.

We are fortunate in having governors with a multiplicity of skills and experience. There are Parent Governors, Staff Governors, Community Governors and Governors appointed by Camden Council. We meet regularly to help with the management of the school and we have sub-committees that focus on the Curriculum & School Improvement, Finance & Personnel, and the School Environment.

We welcome contact from parents, pupils and staff who have concerns that they wish to be addressed, or if they have suggestions on how the school could be improved. You can email me at admin@netley.camden.sch.uk, or leave a letter at the school admin office.

Parent governors hold a half-termly coffee morning to talk to other parents and carers about the school and take their suggestions about what the school can do to improve.

There is a full governors' meeting at least once a term: full details from the school office.

- Anthony Stoll, Chair of Governors

The role of the governor

Governing bodies have three core functions set out in regulations:

- Ensuring that the vision, ethos and strategic direction of the school are clearly defined.
- Ensuring that the school leadership performs its responsibilities for the educational performance of the school.
- Ensuring the sound, proper and effective use of the school's financial resources.

These are reiterated in the Governors' Handbook issued by the Department for Education – an essential tool for governors. Here is the link:

https://www.gov.uk/government/publications/governance-handbook

Individual governors, with a few exceptions, have no power. The governing body is corporate. The chair is the "first among equals" and acts independently only if permitted to do so by law or where the governing body has given its express authority.

School governance therefore demands a collective, collegiate approach. There may be discussions and even disagreements behind the scenes and in meetings, but all governors take collective public responsibility once a decision is taken.

During your term of office you will hear a great deal about the role and responsibilities of governors. These themes are covered in more detail in Camden's induction training programme, but as a minimum please note the following do-s and don't-s.

A governor should:

- Support the aims and objectives of the school in the wider community
- Work co-operatively with other governors in the best interests of the school
- Attend the meetings of the governing body and committees to which you have been assigned
- Promote the interest of the school in the wider community
- Have an equal right to participate and express a view while respecting the views of others
- Stand by governing body decisions
- Respect confidentiality
- Declare any personal or financial interest in items under discussion and, where requested by the governing body, withdraw from any meeting, or part of a meeting, in which such discussion takes place
- Be aware of public accountability for the actions of the governing body
- Undertake regular training and development
- Undertake regular training and development

A governor should not:

- Take any action or express any view on behalf of the governing body unless authorised to do so
- Disclose outside the governing body what has been said by whom at meetings and how governors have voted on any issue
- Enter into direct correspondence with school staff (unless authorised to do so by the chair.)

Declaring an interest and withdrawing from discussions

At the start of every meeting, the chair will ask if any governor has an interest to declare.

There are a number of circumstances in which a governor (including the Headteacher) should declare an interest in an issue under consideration and/or withdraw from a meeting.

This is a complex issue and governors may find the following checklist of questions useful in deciding whether to declare an interest in a particular item of governors' business:

1. Is there a possibility that I or a relative may benefit or lose out from the decision on this issue?
2. Could an outsider have a reasonable doubt about my impartiality because of private information I have received or because of personal or business contacts which I may have?
3. If I am employed at the school (but not the Headteacher), is the pay or performance management of a fellow employee due to be discussed?

If the answer to any of these questions is "Yes", you should declare an interest in the item to be considered. If you answer "Yes" to either question 1 or question 3, you should also withdraw from the meeting for that item.

If you answer "Yes" to question 2, you would be advised, but not required, to withdraw from the meeting for that item.

Training and Induction

There is an expectation on all governors to attend regular training and to keep up to date on school governance, legislation and changes in education policy. Particularly important is induction training when you first become a governor in order to understand the role and responsibilities.

We buy into Camden's governor training programme, which means that you can attend all governor training free of charge. When you become a governor you will be issued with a username and password for GovernorHub where you can find information about training and resources. Please let the clerk know if you have not received this within 2 weeks of joining.

The governors' induction training programme comes highly recommended. This consists of a series of 2 hour evening sessions, which can be attended in any order. We expect all new governors to **complete the induction training within their first two school terms**.

We report back verbally on courses we have attended at the next full governing body meeting (*and share any training materials*)
Your mentor governor can provide further information.

Meeting Dates

Please make a note of the meeting dates below

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Date of meeting	FGB	FGB	FGB	FGB	FGB	FGB
		7th Dec 22		22nd Mar 23		5th Jul 23
Papers Due		30th Nov 22		16th Mar 23		28th Jun 23
Date of meeting	Curriculum	Curriculum	Curriculum	Curriculum	Curriculum	Curriculum
	18th Nov 22		20th Jan 23			9thJun 23
Papers Due	11th Nov 22		13th Jan 23			2nd Jun 23
Date of meeting	Finance	Finance	Finance	Finance	Finance	Finance
	30th Nov 22		1st Feb 23	1st March 23	3rd May 23	
Papers Due	13th Nov 22		26th Jan 23		27th Apr 23	
Date of meeting	Premises	Premises	Premises	Premises	Premises	Premises
	28th Sept 22			15th Feb 23	24th May 23	
Papers Due	6th Oct 22			8th Feb 23	17th May 23	

The agenda for the meeting will be sent to you by the clerk 7 days before the meeting. We try to ensure that you also receive all papers for the meeting by that time. Papers will be uploaded onto GovernoHub by the clerk. If there is likely to be a delay with any item we will let you know. Please build in time to read the papers before each meeting. Some of the information you receive may not make much sense at the beginning, but the more you can familiarise yourself with previous discussions (by reading the minutes of the last meeting) and current issues (by reading the Headteacher's report) the easier it will be to participate.
If you are unable to attend a meeting, please notify the chair and clerk as soon as possible. Provided that you get in touch before the meeting, the clerk will note your apologies in the minutes.
The governing body has a lot of business to get through at every meeting and needs to manage time quite carefully. For this reason, generally the meeting will not have "Any Other Business" on the agenda, but if you have a question or would like to suggest an item for a future agenda, please email the chair or the clerk. If it is not possible to address your item at the next meeting, it might be held over for another time. The chair / clerk might put you in touch with another governor, committee chair or a member of the school staff to answer the point.

REGISTER OF INFORMATION FOR GOVERNING BODIES INCLUDING: PERSONAL, BUSINESS, PECUNIARY AND MATERIAL INTERESTS

Governors are required to complete a register of interests (Appendix1). The clerk will prompt you to do this when you join the governing body.

It is important that governors and staff act impartially and are seen to act impartially. In May 1996 the Nolan Committee published a report on standards in public life as applicable to local public spending bodies. The report identified seven principles which should be applied in public life. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. One important means by which a self-governing school demonstrates that it is applying these principles is by maintaining detailed information including a register of business, pecuniary and material interests.

The governing body and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and the interests of the school.

A register of business, pecuniary and material interests must be maintained for all governors, including staff governors and the executive headteacher and made readily accessible, with details of declarations shown on GovernorHub and the school's website. This will help to be transparent the governing body to meet the requirements for withdrawal from meetings as prescribed by law.

The register needs to include:

- Full name of every governor
- All business interests such as directorships, share holdings and other appointments of influence within a business or other organisation which may have dealings with the school.
- Any business interests of relatives and other individuals who may exert influence
- Any personal relationship between governors and with members of staff; including spouses, partners and relatives
- Details of being a Governor at any other educational establishments
- Category and how elected / appointed as a governor
- Specific roles and responsibilities of all governors including Chairs of Committees

The register needs to be signed, kept up to date and made readily accessible through the school web site.

Please note that the Register of Business Interests is completed annually and is not the same as declaring an interest at a meeting (considered on page)