

# THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	March 2019	Next scheduled review	May 2025
Governor approved	May 2023	Key person/people	Chair of Governors
Model Policy		Model localised	Y
Pupil leadership team review		<del>Y</del> / <del>N</del> N/A	

## GOVERNOR INDUCTION POLICY

We believe it is essential that all our new governors receive a comprehensive induction package to help them settle quickly into the role. We are committed to ensuring that our new governors are given the necessary information and support to fulfil their role with confidence. We see the process as an investment which will result in developing effective governors who will want to stay in the role.

This policy establishes how support will be provided to new members of the governing body.

### Purpose

- To ensure new governors are able to govern effectively, as quickly as possible.
- 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 explain the partnership between the headteacher, school and governing body.
- To explain the role and responsibilities of governors.
- To give background material on the school and any current issues.
- To allow new governors to ask questions about their role and/or the school.
- To explain how the governing body and its committees work.
- To enable new governors to join the committee(s) that will make best use of the skills and experience they bring with them into the role.
- To ensure governors gain the confidence they need to engage constructively in meetings and make sure they feel part of the team from the start.

### Prospective new governors will

- be invited by the headteacher to tour the school and receive an informal briefing
- be able to meet with some of the existing governors  
Once it is agreed, to take the prospective governor forward to recommendation of appointment, at the next FGB
- The clerk will forward copy of the last FGB minutes (but no supporting documentation)

### Post appointment

- Be assigned a mentor from the governing body (prior to or at new governors second FGB)

- Undertake to attend the new governor induction course within 6 months of appointment and safeguarding course within 12-18 months. However, please view as soon as possible the recorded Designated Safeguarding Leads video of Governor safeguard training recorded each September. This can be found in Gov Hub documents and please advise Clerk of completion.
- Be sent documentation (Relating to The Westgate School and the role of Governor) by way of example:-

**Documents you need to read and sign on GovernorHub:**

1. Pecuniary Interest Declaration (PID) and Guidance Notes on Completion  
 - All Governors are asked to complete an annual declaration in September.

2. Keeping Children Safe in Education (KCSiE)  
 This guidance is updated annually in September and is effective immediately.

**New governors will be directed to the following information, which is mostly saved on GovernorHub:**

- 1) Hampshire Governor Services website log in / GovernorHub log-in details/ school email log in.
- 2) Copy of the governing body's Code of Conduct
- 3) A copy of the most recent School Improvement Plan and School Self Evaluation
- 4) The governing body's monitoring visits policy
- 5) School site plan
- 6) Link to the Department for Education's Governance Handbook and HCC Good Practice Guide
- 7) The governing body role and responsibilities document
- 8) The governing body monitoring / Quality Assurance program
- 9) Competency Framework for Governors, Skills Audit and Hampshire Governor Services Training Programme
- 10) Dates for future governors' meetings including committees
- 11) Copies of previous minutes
- 12) Papers for forthcoming meetings
- 13) Details of the governing body committees including their terms of reference
- 14) Details of how to contact other governors and the clerk
- 15) Policy documents relevant to the committee(s) they are going to join
- 16) Details of how to access other school policies
- 17) Details of how to contact the school including the e-mail address
- 18) A calendar of school events
- 19) Most recent school newsletter
- 20) Link to the school's latest Ofsted report
- 21) Instrument of Governance
- 22) Glossary of Terms HCC generic and TWS specific

**Safeguarding and child protection:**

We will ensure all new governors receive an introduction to safeguarding and child protection as part of their induction. New governors will receive, as a minimum:

- 1) An introduction to safeguarding awareness in the context of the school

- 2) Links to statutory guidance – Keeping Children Safe in Education (KCSiE) and Working Together to Safeguarding Children
- 3) Copies of, or links to, the school’s own child protection and safeguarding policies, behaviour policy and staff behaviour policy
- 4) Details of the Designated Safeguarding Lead (and deputies), and details of their role
- 5) Details of what to do if concerned about a child, if there is a safeguarding allegation or concern about a member of staff, or if there are concerns about safeguarding practice in school
- 6) Details of how to access the Local Authority’s training programme and resources relevant to safeguarding and child protection
- 7) Will complete the PREVENT e-learning (found on the Hampshire Governors Training website) within 3 months of appointment

### **Administration**

- Post appointment HGS will send you a Governor Welcome Pack which will include a Governor Login ID which will allow you to access the Hampshire Governor Services Website and book training events. The Designated Training Governor can also provide guidance on training.
- The TWS office will contact you to obtain details for an enhanced DBS and a section 128 check and needs to be applied for within 21 days of appointment.
- The TWS office will provide a lanyard with an ID card to be worn at all time when visiting the school.

## Appendix 1

### New governor checklist *(Governor to tick once actioned)*

- Welcomed to the governing body by the chair ( )
- Invited by the headteacher to visit the school ( )
- Toured the school and met the staff and children ( )
- Received an informal briefing on the school from the headteacher ( )
- Met with an existing (mentor) governor ( )
- Reviewed first meeting with my mentor ( )

### The headteacher has covered:

- Background to the school and current issues facing the school ( )
- Visiting the school ( )
- Relationship between the headteacher and governing body ( )

### I have received the following information:

- Cloud / website / GovernorHub log-in details ( )
- Copies of previous minutes and papers for forthcoming meetings ( )
- The governing body's Code of Conduct. ( )
- The governing body monitoring plan ( )
- Details of the governing body committees and their terms of reference ( )
- Dates for future governors' meetings including committees ( )
- Details of how to contact other governors and the clerk ( )
- Relevant policies (for the committees I have joined) ( )
- Details of how to access other school policies, including the visits policy ( )
- Details of how to contact the school including the e-mail address ( )
- A calendar of school events ( )
- The most recent school newsletter ( )
- The most recent School Improvement Plan and School Self Evaluation ( )
- A link to the school's latest Ofsted report ( )
- A link to the Department for Education's Governance Handbook ( )
- Details of how to access the Local Authority's training programme and resources ( )

### I have received an awareness of safeguarding and child protection covering:

- An introduction to safeguarding awareness in the context of the school ( )
- Links to KCSiE & Working Together to Safeguarding Children ( )
- Copies of, or links to, the school's own child protection & safeguarding policies ( )
- Details of the Designated Safeguarding Lead (and deputies) ( )
- Details of what to do if concerned about a child, if there is a safeguarding allegation or concern about a member of staff, or if there are concerns about safeguarding practice in school ( )
- I know how to access the Local Authority's training programme and resources relevant to safeguarding and child protection ( )

**New governor name:**

**New governor signature:**

**Date:**

Please retain original copy for your own records and forward a copy to the Chair of Governors and Clerk