**Governor Induction Checklist**

*This list is not exhaustive, and you may want to adapt it to your school needs and routines. Please feel free to add or delete as you see fit.*

**PAPERWORK**

Governor and Clerk to ensure the following are completed:

* Governor declaration form
* DBS/barred list check
* Declaration of interests form
* Obtain Governor ID Badge
* Notify the LA’s School Governance Coordinator

**MEETING THE GOVERNING BODY**

Chair to arrange:

* Assign Mentor/Buddy from current governors
* Meet the chair of governors
* Complete a tour of the school
* Meet the Head Teacher

New Governor:

* Attend first committee meeting
* Observe other subcommittee group meetings
* Read previous minutes

**TRAINING**

Chair to arrange:

* Book Induction training held by Local Authority
* Complete a skills audit and identify any training needs
* Arrange for access and password to the WVES website for access to Governor Training
* Book training needs from the Local Authority Governor Training Brochure via WVES

**GOVERNOR TO DO LIST**

* Ask your workplace about time off for governor duties (if applicable)
* Read the Governance Handbook from the Department for Education (DfE)
* Read the school’s latest Ofsted report and Ofsted action plan (if appropriate)
* Look at the school website
* Research recent news items on school governance/education

**DOCUMENTATION NEW GOVERNOR SHOULD RECEIVE:**

Physical paperwork/electronic copies are usually organsied by the Clerk or the School Business Manager; but informal discussion should also be covered by Mentor/buddy:

* Information on the composition of the governing board
* List of school staff and their responsibilities
* Terms of reference for the governing board
* Terms of reference for each committee
* List of future meeting dates
* Governors’ code of conduct
* Information on governor visits
* Information on where governors can access all of the school’s policies
* Information on:

• Number of pupils at the school

• Number of boys and girls

• Percentage of children eligible for the pupil premium

• Number of children with English as an additional language (EAL)

• Breakdown of pupil ethnicity

• Number of children on the special educational needs (SEN) register

• Number of children with statements of SEN or education, health and care (EHC) plan

• Number of looked after children

* Summary of the school improvement plan
* Minutes from the last governors’ meeting
* A list of current governors and their contact details
* The clerk’s contact details
* For academy trustees only: memorandum and articles of association
* Access details for governors’ shared area (if applicable)
* Login details for secure governor email account (if applicable)