**Governor Induction Record**

**Governor’s Name:**

***Welcome to the Governing Body!***

*Thank you for agreeing to serve as a Governor. In order to make the best use of your time and expertise, please complete the following form and return it to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as soon as possible.*

*Many thanks for your help.*

*Chair of Governors*

1. **When is the best time for meetings?**

Thinking about the timing of meetings and assuming that we should meet earlier rather than later for everyone’s work-life balance, including staff who attend our meetings, when is the earliest that you can conveniently get to meetings on the following days (in general)? 3.30 pm is probably the earliest that we can manage.

**If a particular day is generally inconvenient, please say so.**

|  |  |
| --- | --- |
| **Day of the Week** |  |
| **Monday** |  |
| **Tuesday** |  |
| **Wednesday** |  |
| **Thursday** |  |

1. **Why did you want to join the Governing Body?**

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1. **Are there any aspects of the school that you are particularly interested in e.g. how well children are progressing in their subjects, pupils’ behaviour, how resources are spent, how children with special needs are supported etc.? If so, please let us know below.**

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1. **What skills and experience can you contribute?**

Please complete the grids on pages below. These are based on a model produced by the National Governors’ Association. **No individual is going to have all these skills!** The governing body is a team, and we need to ensure that, between us, all the necessary skills and knowledge are covered around the table.

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| **Area of expertise** | **Experience**  **level:**  High (H), Med (M),  Low (L), None (O) | **(Briefly) where was your experience gained** (e.g. through work, voluntary activity, own experience as parent etc.)? |
| **Local Knowledge** |  |  |
| Knowledge of this school |  |  |
| Understanding of parent’s perspective |  |  |
| Knowledge of the local community |  |  |
| Knowledge of the local/regional economy |  |  |
| Knowledge of local public services (please specify the service) |  |  |
| **Generic Skills/Experience** |  |  |
| Experience of governance (including other sectors) |  |  |
| Being a team member |  |  |
| Leading a team |  |  |
| Chairing meetings |  |  |
| Communication skills, including listening |  |  |
| Negotiation and mediation |  |  |
| Coaching/mentoring or training |  |  |
| Strategic planning |  |  |
| Analysing data |  |  |
| Quality Assurance |  |  |
| Handling complaints, grievances or appeals |  |  |
| Risk assessment |  |  |
| Safeguarding/child protection |  |  |

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| **Area of expertise** | **Experience**  **level:**  High (H), Med (M), Low (L), None (O) | **(Briefly) where was your experience gained** (e.g. through work, voluntary activity, own experience as parent etc.)? |
| **School-related skills and experience** |  |  |
| Knowledge of good practice in primary schools |  |  |
| Knowledge of good practice in secondary schools |  |  |
| Knowledge of good practice in adult education/training |  |  |
| Knowledge relating to special educational needs |  |  |
| **Resources-related skills and experience** |  |  |
| Managing household budget |  |  |
| Managing club/church/society budget |  |  |
| Managing company/school budget |  |  |
| Accountancy/financial advice |  |  |
| Running/managing premises/facilities |  |  |
| Health and Safety |  |  |
| Managing staff |  |  |
| Experience of staff recruitment |  |  |
| Performance management: as appraiser |  |  |
| Performance management: as appraisee |  |  |
| **Other expertise:** if you have any other expertise – perhaps from work – that you think may be relevant, please explain it below: | | |