



**GOVERNOR
INDUCTION CHECKLIST
FOR
VOLUNTARY AIDED
CATHOLIC SCHOOLS**

September 2018

DIOCESAN EDUCATION SERVICE

Making Christ Known Today

Foreword

Thank you for agreeing to become a governor of a Catholic school in the Archdiocese of Birmingham.

The role of the governing body makes a significant contribution to ensuring the mission and effectiveness of the school to provide the very best Catholic Education for the children and their families.

This document has been produced to help you grow in understanding of the role you are undertaking and to ensure that you are fully equipped for this work.

Fr Jonathan Veasey
Director
Diocesan Education Service

It is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. New governors need to be given the necessary information and support to fulfil their role with confidence.

As a governor, you share in the strategic responsibility of promoting high educational standards and ensuring that your school is conducted as a Catholic school in accordance with the Trust Deed of the Diocese of Birmingham, the school's Instrument of Government.

Purpose of Induction

- 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 meet the Head Teacher, staff and pupils
- To explain the partnership between the Head Teacher, school and Governing Body
- To explain the role and responsibilities of governors
- To explain how the Governing Body and its committees work
- To enable new governors to join the committee(s) most appropriate to their skills
- To give background material on the school and current issues
- To enable new governors to ask questions about their role and/or the school

New governors will

- Be welcomed to the Governing Body by the Chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head Teacher or Chair of Governors
- Be accompanied by their mentor to their first full Governing Body meeting
- Have the opportunity to review their first meeting with their mentor

New governors will receive

- The new governor induction pack
- The Instrument of Government which sets out the composition of the governing body
- Information on how to apply for an enhanced DBS check if the new governor does not have such a check already in place
- A declaration of eligibility form (Foundation Governors will have already completed this as part of the application process.)
- A membership list for the Governing Body
- The Code of Conduct for the Governing Body, to be signed and returned to the Chair/Clerk
- The committee structure, terms of reference and membership for the Governing Body
- The latest version of the Department for Education's Governors Handbook
- The school prospectus
- The school mission Statement
- All relevant CES statements including:
 - ❖ The statement on Governance of a Catholic school "A clarification of roles and responsibilities"
 - ❖ The CES Memorandum on Appointment of Teachers in Catholic schools
- The school improvement plan (SIP)
- The school's latest Ofsted report
- The school's latest Section 48 (RE Inspection) report
- A full list of staff and the staffing structure
- School strategic objectives and targets
- A full set of papers from the last full Governing Body meeting and committee meetings
- Recent school newsletters
- A calendar of school events

- Details of how to contact other governors
- Details of how to contact the school including the email address
- Details of secure logon to the school's website (if relevant)
- Details of governor support and training available.

Areas the Head Teacher or Chair of Governors will cover in their briefing will include:

- Background to the school
- Current issues facing the school
- Relationship between the Head Teacher and Governing Body
- Relationship between the school and the Birmingham Diocesan Education Service
- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Visiting the school

Copies of school policies will be made available either from the Head Teacher or Chair of Governors or from the school secure site or website.

New Governor Checklist

- Welcomed to the Governing Body by the Chair of Governors
- Invited by the Head Teacher to visit the school
- Toured the school and met staff and pupils
- Received an informal briefing from the Head Teacher or Chair of Governors
- Met informally with an existing governor who will act as mentor
- Reviewed first full Governing Body meeting with mentor

Have you received the following?

- The school's new governor induction pack
- The Instrument of Government
- A membership list for the Governing Body
- The Code of Conduct for the Governing Body
- The committee structure, terms of reference and membership for committees

Have you received from the school?

- The department for Education's Governors Handbook
 - The school profile
 - The school prospectus
 - Recent school newsletters
 - A calendar of school events
 - The school improvement plan (SIP)
 - The school's latest Ofsted report
 - The school latest Section 48 (RE Inspection) report
 - CES statement on Governance of a Catholic school "A clarification of roles and responsibilities"
 - CES Memorandum on Appointment of Teachers in Catholic schools
 - A full list of staff and the staffing structure
 - A copy of the school targets
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- A copy of the latest Annual Performance Review from the local authority
- Secure site log on details
- A skills audit template
- Details of training opportunities

Has the Head Teacher or Chair of Governors covered?

- Background to the school
- Current issues facing the school
- Overview of the governor role
- Relationship between the Head Teacher and the Governing Body
- Relationship between the school and the Birmingham Diocesan Education Service
- Your skills and any specific role you may have on a committee or as a Link Governor
- Visiting the school

As a new governor I have:

- Attended the Governor Induction Training session provided by the Birmingham Diocesan Education Service
- Booked onto any other relevant training provided by the local authority
- Submitted a DBS application (if not already in place), governor details form and eligibility form to the Clerk

Once you have completed all of the above and ticked off every item on the checklist, please arrange for the following page to be completed and returned to the Diocesan Education Service. On receipt of fully completed declaration page, the Diocesan Education Service will issue a certificate to confirm that you have fully undertaken the new Governor Induction process.

Governor Induction Checklist Declaration

We confirm that all sections of the Diocesan Governor Induction Checklist have been completed and the Governor named below has been fully inducted into the Governing Body of the school.

Name of Governor

Signature

Date

Name of Chair of Governors

Signature of Chair of Governors

Date

Name of Head Teacher

Signature of Head Teacher

Date

Name of School

Address of School

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Postcode

Please return this page to:
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