

## **Induction of New Governors**

### **What the LEA does:**

Once an appointment letter has been issued to a new governor, this triggers the sending of an induction pack.

Letters are sent to:

- a) the governor, informing them that the Link Governor/Chair will be in touch
- b) the Link Governor/Chair, informing them of the contact details for the new governor and that the pack is on its way
- c) the Chair of governors, where there is a Link Governor, informing them that an induction pack has been sent, via schools post, to the Link Governor at the school.

(One of the suggested roles for Link Governors is to manage the induction of new governors- see Link Governor section of the website)

### **What the School could do:**

The Link Governor (or Chair) might then arrange to meet with the new governor to hand over the pack, possibly having added some school-specific information. This meeting could take place immediately prior to the new governor's first governing body meeting or, if time allows, during an arranged visit to the school – the latter should be by arrangement with the headteacher.

### **Frequently Asked Questions:**

*How soon after appointment would the letter from the LEA go out?*

Appointment letters are sent within a few days of the Area Office being notified of an appointment. Induction letters should then follow within 10 school days. The pack will follow in the next Schools' Post.

*What's in the induction pack?*

A copy of the latest Handbook of Training and Support.  
Information about forthcoming 'How Do I Start' courses.  
Information and contact details concerning the Suffolk Governors' Forum.  
Information sheets on governor roles and responsibilities.

*What could usefully be added by the school?*

Information about committees and working party delegation.  
A copy of the School Improvement/ Post Ofsted Action Plan  
A calendar of meeting dates for the academic year

*What would put a new governor at his/her ease before the first meeting?*

An opportunity to meet governor colleagues in an informal way – perhaps over a cup of tea before the meeting.

The Chair could invite the governor to ask questions throughout the meeting, re-assuring them that a fresh view of the things being discussed can be helpful to all governors.

An experienced governor could be assigned to 'mentor' the new arrival and the Chair could allow 'low level disruption' during the meeting i.e allow the mentor to whisper explanation of what is going on.