

Elemore Hall School

Governor induction policy

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1. Aims

Elemore Hall School's induction aims to:

- a. Help new governors feel ready to engage in their governance role as soon as possible
- b. Make sure new governors understand their role and responsibilities
- c. Support new governors to understand the school and:
 - Its ethos
 - The current issues it faces
 - The work and operational remit of its headteacher
 - The work and strategic remit of its governing body.
- d. Make sure new governors are introduced to the school, its senior leaders and the rest of the governing body
- e. Make sure new governors comply with statutory requirements from the start

2. Legislation and guidance

This policy takes account of the requirements of:

- Keeping Children Safe in Education (KCSIE) 2025
- The Maintained schools governance guide
- Constitution of governing bodies of maintained schools

3. Induction procedure

Edit this section to suit your school/trust's induction process.

3.1 New governors will:

- a. Have an informal meeting with:
 - The chair, to be introduced to their new governance role
 - The headteacher/CEO, to explain the school's vision, current issues and safeguarding arrangements
- b. Be introduced by the chair to:
 - The board, at the next meeting
 - The headteacher, as soon as possible
- c. Go on a school tour and meet staff and pupils
- d. Be introduced to other senior leaders including the Senior Finance Officer
- e. Be assigned a mentor
- f. Be provided with the required training (see section 5 below for a list of training)

3.2 New governors will receive:

- a. DBS check forms & section 128 check
- b. An induction and logins for any systems the board uses
- c. A school access pass
- d. An induction pack
- e. Links to relevant guidance from the Department for Education (DfE)
- f. The Governor's code of conduct
- g. A declaration of interest instructions to complete an online declaration of interests
- h. Important school documents (see section 4 below)

3.3 New governors agree to:

- a. Declare any interests
- b. Complete the DBS check
- c. Read and sign the board's code of conduct
- d. Read the school improvement plan (SIP) self-evaluation form (SEF) and most recent Ofsted report
- e. Complete any training required
- f. Read Keeping Children Safe in Education (KCSIE) 2025 and Inform the clerk/governance professional/governance lead that they have read and understood it / Confirm on GovernorHub that they have read and understood it
- g. Ask questions when something is not clear or they need more information

4. Roles and responsibilities

4.1 Chair of governors

The chair will:

- a. Lead the induction, with support from others as delegated
- b. Meet with the new governor and explain:
 - The strategic remit of the board and the difference between this and the operational role of the headteacher
 - The school vision and strategy for improvement
 - The importance of confidentiality
 - The requirement to declare conflicts of interest and withdraw from discussions and not vote where these arise
 - The governance structure and its committees
 - The 3 core functions of governance
- c. Introduce them to the headteacher/ meet with Headteacher prior to appointment.
- d. Introduce the new governor to the rest of the board at their first meeting
- e. Assign a mentor for the new governor

4.2 Headteacher

The headteacher will:

- a. Conduct a school visit tour with the new governor and make sure the new governor has an opportunity to speak with staff and pupils during the tour
- b. Introduce the new governor to other members of the senior leadership team (SLT) and the SFO.
- c. Explain:
 - Current issues the school is facing

- Safeguarding arrangements at the school/trust, including the names of the designated safeguarding lead (DSL) and deputy DSL

4.3 Mentor to new governor

The mentor will be an experienced member of the governing board, and will:

- a. Act as the new governor's first port of call
- b. Meet regularly with the new governor to answer any questions, discuss progress and identify any areas for further support
- c. Help the new governor understand their role and the importance of asking good questions as part of their role

4.4 Clerk

The clerk will:

- Make sure the new governor is set up on GovernorHub & make sure the new governor knows how to use all necessary systems
- Arrange for the new governor to receive a school access pass
- Arrange for the new governor to complete a DBS check
- Set up the new governor with online training (see section 5 below)
- Provide the new governor with:
 - A link to the Maintained schools governance guide
 - A copy of the school's latest Ofsted report
 - A link to Keeping Children Safe in Education (KCSIE) 2025
 - The school's governance guide and induction pack
 - The SEF and SIP
 - The board's code of conduct
 - Declaration of interest form.

4.5 Other governors

All board members will:

- a. Act as mentors to new governors/trustees when requested
- b. Take on induction tasks as delegated

5. Training

New governors/trustees will be provided with the following training opportunities upon joining the board. As per section 4 above, new governors/trustees agree to complete the training the board requires.

a. Induction training

- List the specific induction training your board provides/requires – for example, the induction course in the Knowledge area of GovernorHub; face-to-face induction provided by your trust or local authority

b. Safeguarding training

- Governors and trustees are required to undertake suitable safeguarding training under Keeping Children Safe in Education 2025
- List the training your board requires – for example, GovernorHub Safeguarding for Governance

c. Prevent training

- List the Prevent training your board requires/provides

d. Other training such as GDPR.

6. Monitoring arrangements

This policy will be monitored by the chair, reviewed every 2 years by the chair and approved by the governing body.