



Uffculme Primary School Local Governing Body Induction Procedure

Approved by The Local Governing Body on: 23rd November
2017

Next review date: September 2018

Uffculme Primary School Aims and Ethos

Aim High Today To Achieve Higher Tomorrow

Uffculme Primary School provides a safe and happy environment in which all children can thrive and reach their full potential. We expect every child to work to their best ability in all aspects of their school life and to contribute to the life of the school and the communities we are part of.

We aim to deliver a creative and challenging curriculum across the whole school with many enrichment activities. We strive to ensure that children progress and attain well throughout the school life and become respectful and caring members of our school, village and wider community.

We believe in building links with our local community and beyond to help our children make sense of the world today and find their place in tomorrow's world.

Our key aims are to be a school where:

- Every child feels happy and safe
- Every child is engaged in their learning and achieves well
- Every child is proud of what they have achieved because they know they have given their best
- Every lesson is challenging and inspiring with rich and exciting learning opportunities
- Every child acquires the skills needed not only to be a successful and independent lifelong learner, but also to be a confident and responsible citizen
- Every member of our school community feels valued and respected
- Every pupil values their community and plays an active part in it

We will deliver this through:

- Nurturing relationships and effective partnerships
- Developing basic English and maths skills
- Ensuring leadership accountability and teacher responsibility
- Providing learning opportunities relevant to the needs of every child
- Effective monitoring and assessment
- A cohesive and consistent approach towards all aspects of learning

Our Uffculme Values

- Treat and value everyone and everything with respect
- Tell the truth
- Always try your best and challenge yourself
- Be a positive role model to others
- Always be polite and show good manners
- Be proud of what you do

Policy Aim

The purpose of this policy is to ensure that all new governors feel welcomed into the school community, have a clear understanding of their role and responsibilities and so swiftly and confidently become effective members of the Local Governing Body.

Name of Governor

Date elected/appointment

Key Contact Details		
Name	Phone no	email
Clerk: Liz Mitchell (Until further notice)	01884 840458	mitche111@uffculmeschool.net
Chair Jill Larcombe		jilllarcombe@yahoo.co.uk
Headteacher Jo Dentith	01884 840282	admin@primary.uffculmeschool.net
School Reception Rachel Tucker Alison Watmore Julie Ware	01884 840282	admin@primary.uffculmeschool.net

Action	By Whom	When	Done
Following Appointment			
<p>The new governor will promptly:</p> <ul style="list-style-type: none"> • Give postal address, email address and telephone number/s to the Clerk to the Local Governing Board • Contact Lisa Batten, HR Officer to arrange DBS Check (batten@uffculmeschool.net) 	New Governor	Immediately	
The HR Officer arrange DBS check	Lisa Batten	Immediately	
<p>The Clerk to the LGB will ensure that the Headteacher, all governors, the school office/reception and DSL are informed of the new governor with their contact details.</p> <p>A letter of welcome should be sent to them.</p> <p>Their email address added to circulation list.</p> <p>The following documents and details should be sent to them via email:</p> <ul style="list-style-type: none"> • Induction Procedure Document • LGB Code of Conduct • UAT Terms of Reference • The last two sets of LGB Minutes • A list of acronyms • A list of governors with contact details • A calendar of meeting dates • A calendar of term dates and school events • Part 1 of KCSIE • Governance Handbook • NGA Skills Audit for Academies for completion if this hasn't been completed 	Clerk	On appointment	

Action	By Whom	When	Done
Following Appointment			
<p>as part of the recruitment process</p> <ul style="list-style-type: none"> • Login details for the governors portal on the school website • Login details for Babcock LDP Governor Support website, details for The Key for School Governors website and the Devon Association of Governors website and the requirement to register to use resources • Example questions to ask at meetings 			
<p>The Clerk should ask the governor to sign:</p> <ul style="list-style-type: none"> • A declaration of eligibility • A declaration of business interests • LGA Code of Conduct • To say they have read and understood KCSIE Part 1 	Clerk	Before or after first LGB meeting	
<p>The Chair should contact the new governor to:</p> <ul style="list-style-type: none"> • Welcome them to the governing body and to invite them to the next meeting of the LGB. • Find out if they have any special needs • Outline the MAT structure, roles and responsibilities and the necessity for confidentiality • Explain the LGB's responsibility for safeguarding • Explain the protocol for meetings 	Chair	Within two weeks	

Action	By Whom	When	Done
Following Appointment			
<ul style="list-style-type: none"> • Explain where they can find further information relevant to their role • Explain expectation about training for the role and ask them to attend an induction training session for new governors organised by Babcock LDP and give them details. Explain procedure for reporting back following training. • Arrange for another experienced governor to support the new governor through their first meeting to enable them to ask questions about background to areas and terminology and offer support afterwards, as required. This will include contacting them after the agenda and documents for their first meeting are available to check if they have any questions. 			
<p>The Headteacher should make an appointment to meet the new governor and:</p> <ul style="list-style-type: none"> • Arrange a tour of the school during the school day • Meet the staff (at lunch or break time) • Explain the School Improvement Plan and SEF (provide copies) • Give a briefing on governor visits and give governor a copy of the Governor Visits Policy and template for reports (or explain where they can be found) 			

Action	By Whom	When	Done
Following Appointment			
<ul style="list-style-type: none"> • Explain governor portfolio roles and consider possible suitable role for the future. • Invite governor to a monthly Friday morning meeting time with the Head teacher on agreed items that need further clarification for them to undertake their role 			
Safeguarding			
The governor to be emailed a copy of the Safeguarding Policy and other associated policies	Clerk	Prior to safeguarding training	
Safeguarding and Prevent training should be arranged with DSL and Clerk to Governors informed	Jo Dentith (DSL)	During term following election/appointment	
During the first three months following appointment			
<p>The governor will:</p> <ul style="list-style-type: none"> • Reply to all emails within at least 48 hours. At times replies might be needed more urgently. • Contact the Clerk to book a Babcock LDP induction training session (It is usually best to attend a LGB meeting before attending). Following the training session complete the Learning & Impact Form and return to Clerk. • Read the school's latest Ofsted report • Familiarise him/herself with the School Improvement Plan and SEF and contact the Headteacher if they have any questions 	Governor		

Action	By Whom	When	Done
Following Appointment			
<ul style="list-style-type: none"> • Read the Governance Handbook • Attend a learning walk or school event/s if possible • Write 'completed' dates on induction form and review with Chair and Clerk • Start to find more information about governance from external sources ie Devon Association of Governors, The Key for School Governors and NGA • Arrange a school visit or accompany another governor on one to gain experience. • Attend a monthly Friday morning/s meeting times with the Head teacher on agreed items that need further clarification to undertake governor role 			
Following the governor's first LGB meeting the Chair will contact them to discuss their experience and find out what support and further information is required at this point.	Chair		
Six months after appointment			
<p>The chair and governor to meet to:</p> <ul style="list-style-type: none"> • Review the induction form, discuss participation in meetings and their experience of being a governor • Review what further support and information is required • Discuss taking responsibility for a portfolio or becoming a deputy to another portfolio holder 	Chair/governor		

Action	By Whom	When	Done
Following Appointment			
<ul style="list-style-type: none"> Review training requirements Discuss use of external resources for governance 			
Annually			
<p>Governors to:</p> <ul style="list-style-type: none"> Sign Declaration of Business Interests Form Sign LGB Code of Conduct Sign Safeguarding Annual Self Declaration Form Read Part 1 of KCSIE and sign to say you have read and understood it Attend as many LGB meetings as possible. If not able to attend please contact the Clerk with apologies and reason for non- attendance. Reply to all emails within at least 48 hours. At times replies might be needed more urgently. Complete NGA Skills Audit for Academies Form and return to Clerk Identify training needs and complete training. Inform Clerk of training completed Self-evaluate contribution to the LGB Attend a monthly Friday morning meeting time/s with the Head teacher on agreed items that need further clarification to undertake role Visit the school termly for a visit linked to priorities in the School Improvement Plan (as identified with LGB, Headteacher or Chair) or as otherwise required. Complete 	Governors		

Action	By Whom	When	Done
Following Appointment			
Visit Report Form and return to Clerk for circulation <ul style="list-style-type: none"> • Attend learning walks • Attend as many school events as possible • Use external resources to support role 			
In addition the Chair to: <ul style="list-style-type: none"> • Meet with Headteacher and Clerk prior to each LGB meeting to plan agenda and identify supporting documents • Review Skills Audit Forms with Clerk and identify any skills gaps and training needs • Review training for the Clerk • Contact each governor either in person, by phone or by email to discuss any identified training needs and general governance experience. Identify and offer support as necessary • Review Governor Induction and Development Forms • Ensure all governors are taking an active role in the work of the LGB • Self-evaluate performance as chair and discuss with Headteacher and other governors • To be aware of national and regional educational priorities and the implications of these for the board and the organisation 			

Training

There is an expectation that governors will undertake training to prepare them for their role.

Some training will be provided by school leaders in sessions prior to LGB meetings. Other providers of face to face training are Babcock LPD and the Teaching School. UPS is part of the West Country Teaching School Alliance. Babcock training is held at various venues around the county. Many courses are arranged on a termly basis and move around the county. The Tiverton Hotel, Padbrook Park (Cullompton), Great Moor House (Exeter) and The Devon Hotel (Exeter) are venues that are often used.

Details of Babcock LDP training can be found on their website www.babcockeducation.co.uk/ldp/courses/bookings . You will need to register separately for cpd and will then be able to download certificates from your account. You can book through the Clerk or book yourself if there is no charge for the session. If there is a charge please discuss with the Chair and book through the Clerk. Please complete the Record of Learning impact Form that is included in the delegate pack and return to the Clerk to be added to the LGB Training Record. These forms will be circulated to the rest of the LGB. Reports from Governor training will be a regular item on meeting agendas.

You will be informed of any governor training organised by the Teaching School and details of how to book will be given.

Devon Association of Governance holds at least one conference a year. These are morning only and give you the opportunity to hear keynote speakers and to attend seminars on relevant issues. There is also time for networking with other governors. Details are on the website along with copies of presentations from previous conferences.

There is also online training. The Key for School Governors, Lloyds banking Group and SGOSS Governors for schools have developed a training module for new governors that can be used as a refresher for existing governors. The module can be accessed from the SGOSS website www.sgoss.org.uk/elearning.html alongside other free modules in performance data and finance for new governors. Better Governor also provide online training and from time to time you will be forwarded emails from the Clerk about upcoming webinars. There are also videos and podcasts on their website