**Your School Header**

This document sets out a series of actions for governors new to the Governing Body (GB) of the [name of school] to complete. It is not exhaustive and, in each case, the Training Governor in consultation with the Chair and new Governor will produce a tailored version.

**Administrative Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Purpose** | **By Whom** | **By When** | **✓ when complete** |
| Meet your mentor | To commence induction | Mentor | When GB approves |  |
| School Access – understand procedure when coming to Federation schools as a Governor (i.e. signing in book, badge wearing etc) | How to enter Federation schools | Mentor | Start day (s) |  |
| Governor Secure Area – understand how to access and navigate the secure area of the Federation website | To access relevant material | Mentor | S |  |
| Modern Governor site – understand how to access and navigate the Modern Governor site | To access relevant training resources | Mentor | S + 5 |  |
| BFFC Governor Services – understand what BFFC Governor Services offer and how to access | To access relevant information | Mentor | S + 5 |  |
| Inform BFFC Governor Services of new Governor and add to relevant distribution lists (e.g. NGA Membership) | To allow receipt of relevant information | Clerk | S + 5 |  |
| Complete and sign the Register of Business Interests | Statutory requirement | Clerk | S |  |
| Update website with personal information | Statutory requirement | Clerk | S |  |
| Conduct DBS (Disclosure and Barring Service) check & Childcare Disqualification check | Statutory requirement | Clerk | S + 30 |  |
| Photo for Staff & Governor boards | Visibility | Clerk | S + 30 |  |
| Login for [name of school] website Governor Secure Area | To enable access | Clerk | S |  |
| Login for Modern Governor training site – self-service: Training Governor ensure new governor has website details | To enable access | Training Governor | S + 10 |  |
| Login for National Governor Association – self-service: | To enable access | Clerk | S + 10 |  |

**Training to be Completed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training** | **Purpose** | **Who fixes** | **Date** | **✓ when complete** |
|  |  |  |  |  |
| New Governor Training |  | TG |  |  |
| Finance for Governor |  | TG |  |  |
| Safeguarding for Governor:   * Universal Safeguarding * PREVENT * FGM * CSE |  | TG |  |  |
| Modern Governor Introduction to Governance: Module One |  | Governor |  |  |
| Modern Governor Introduction to Governance: Module Two |  | Governor |  |  |
| Modern Governor Safeguarding: The Governor’ Role |  | Governor |  |  |
| Modern Governor Finance in Maintained Schools |  | Governor |  |  |
| Modern Governor Ofsted |  | Governor |  |  |
| Modern Governor modules specific to lead role (where appropriate) |  | Governor |  |  |

**Key**

TG = Training Governor

Governor = the new governor

**Documents to Access and Read**

Most of these documents can be found in the governor secure area of [name] school’s website.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Purpose** | **By Whom** | **By When** | **✓ when complete** |
| Governor Code of Conduct | To understand what is expected of a governor |  |  |  |
| GB Standing orders | To understand how the GB operates |  |  |  |
| School Development Plan | To understand how the strategy is implemented on a term by term basis |  |  |  |
| Schools website – work through all the tabs | To gain a working understanding of information that is available |  |  |  |
| Modern Governor Site | To gain a working understanding of information that is available |  |  |  |
| School’s website – Governor secure area | To gain a working understanding of structure and content |  |  |  |
| Anti-Fraud and Corruption Policy | To become familiar with this policy |  |  |  |
| Home School Agreement | To become familiar with this agreement |  |  |  |
| Schools staff lists | To understand the school staffing structure for teaching and non-teaching staff, and to recognise the names of key people |  |  |  |
| Budget | To have an overview of the financial budget for both schools |  |  |  |
| Headteacher’s Report | Read and start to understand format and content |  |  |  |
| DfE Governance Handbook | To gain an overview of how the DfE sees Governance. |  |  |  |
| Last Ofsted reports | To understand how Ofsted see both Katesgrove and Southcote with a particular focus on actions necessary. |  |  |  |

**People to Meet**

Within the first school term of a governor appointment it is important to meet as many key people as possible to understand their role within the school and as an opportunity to develop a personal network. It is up to the new Governor to arrange the meetings with help as required from the mentor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Date arranged** | **✓ when complete** |
|  |  |  |  |
| Executive Headteacher |  |  |  |
| Head of School (Katesgrove) |  |  |  |
| Head of School (Southcote) |  |  |  |
| Federation Business Manager |  |  |  |
| Chair of Governors |  |  |  |
| Vice Chair of Governors |  |  |  |
| Training Governor |  |  |  |
| Clerk to Governors |  |  |  |
| RGA Meeting | Attend meeting of RGA |  |  |
| LA Governor Services (BFfC) | Attend meeting with LA Governor services (BFfC) |  |  |

**End of Document**