

School Logo

**School / Academy Name**

**Governor School / Academy Induction Pack.**

**Guidance on Governance at …….**

**Chair of Governors ………………..**

**Headteacher / Principal ………………**

**Version # December ##**

**Induction Pack for …………………………………..**

**Governor Mentor …………………………………….**

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**Welcome Letter**

**From HT / COG**

**Financial terminology for schools**

CFR Consistent Financial Reporting

DFC Devolved Formula Capital

DSG Dedicated Schools Grant

FMS6 Financial Management System v6

FSM Free School Meals

ISB Individual School Budget

MFG Minimum Funding Guarantee

MTP Medium Term Planner/Planning

SDP School Development Plan

SEN Special Educational Needs

SFVS Schools Financial Value Standard

SLA Service Level Agreement

UPR Upper Pay Range (for teachers)

VFM Value for Money

Induction Checklist

* Welcomed to the Governing Body by the Chair
* Invited by the Headteacher to visit the school
* Toured the school and met staff and children
* Received an informal briefing on the school from the Head
* Met informally with an existing governor (who will act as mentor)
* Reviewed first meeting with the mentor

Have you received:

* Governance Handbook – Nov 2015
* School’s “Guidelines for Governors”
* School prospectus
* GSU Training Flyer
* Details of the Governing Body committees (including their terms of reference)
* Dates for future governors’ meetings including committees
* Details of how to contact the other governors
* Details of how to contact the school (including the email addresses)
* Calendar of school events
* School newsletters
* School Improvement Plan
* Latest Ofsted report and action plan
* Policy documents relevant to committee membership
* Latest Annual Report to parents
* Performance and evaluation policy
* School visits policy

Has Headteacher covered:

* Background to the school
* Current issues facing the school
* Visiting the school
* Overview of the governor’s role
* Relationship between the Headteacher and Governing Board

**Name:**

(Print FULL name of governor)

**Signed:**

**Date:**

**Please retain original signed copy for your own records and forward a copy to**

**the Chair of Governors**

**School Logo Placed Here**

**Code of Conduct for School Governing Boards**

2015 Version

This code sets out the expectations on and commitment required from school governors and trustees in order for the governing board to properly carry out its work within the school and the community. It can be amended to include specific reference to the ethos of the particular school. ‘School’ includes academies, and it applies to all level of school governance.

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

* Setting the vision, values, and objectives for the school
* Agreeing the school improvement strategy with priorities and targets
* Meeting statutory duties

Ensuring accountability, by:

* Appointing the headteacher
* Monitoring progress towards targets
* Performance managing the headteacher
* Engaging with stakeholders
* Contributing to school self-evaluation

Ensuring financial probity, by:

* Setting the budget
* Monitoring spending against the budget
* Ensuring value for money is obtained
* Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

* We understand the purpose of the board and the role of the headteacher.
* We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
* We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
* We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
* We will encourage open government and will act appropriately.
* We will consider carefully how our decisions may affect the community and other schools.
* We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
* In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
* We will actively support and challenge the headteacher.

Commitment

* We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
* We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
* We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
* We will get to know the school well and respond to opportunities to involve ourselves in school activities.
* We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
* We will consider seriously our individual and collective needs for training and development, and will undertake relevant training .
* We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school’s website.

Relationships

* We will strive to work as a team in which constructive working relationships are actively promoted.
* We will express views openly, courteously and respectfully in all our communications with other governors.
* We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
* We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
* We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

* We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
* We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
* We will not reveal the details of any governing board vote.

Conflicts of interest

* We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board’s business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school’s website.
* We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
* We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this code of conduct

* If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
* Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Adopted by the governing board of [name of school] on [date].

**Membership of the Governing Body**

**Role Name Contact email**

Some (not personal) information is displayed on the school website

**Info from;**

**Maintained;** Instrument of Government.

**Academies;** Articles of Association / Scheme of Delegation.

**Agreed Meeting dates**

**Full Governing Body**

3 x Termly meetings or more?

**Committee Meeting Dates**

What committees? Which committees can you contribute most to?

How often do they meet?

**Staffing at the school**

Who does the Link Governor speak to? Governor subject links?

**School Improvement Plan**

Required for visits into school

**SEF**

Required for visits into school

**RAISE Online Data / Data Dashboard**

Required for visits into school

**Minutes of the last FGB Meeting**

**Governor Visits Policy**

Required for visits into school

**Review Date - ………………………**

**Committee Terms of Reference**

**Review Date - ………………………**

**Last Ofsted Report.**