



# **Bagthorpe Primary School**

## **Governor Induction Policy** (incorporating Governor Visits Policy)

*Reviewed: March 2017*  
*Updated: November 2017*  
*Reviewed: January 2020*  
*Updated: January 2022*

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| <p style="text-align: center;"><b>Bagthorpe Primary School</b><br/><b>New School Governor Induction Programme &amp; Policy</b></p> |
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## **Introduction**

Bagthorpe Primary School believes that 'school based induction' and continuing professional development for new governors is essential as this ensures that each governor develops their confidence and skills/knowledge and is equipped to undertake their duties on the full governing body.

In the long term, it is anticipated that the time spent in providing a good school based induction and continual professional development will positively influence the retention of knowledgeable, confident and committed governors for the school.

## **The Induction Programme**

On appointment of all new governors they will receive an induction tailored specifically to their individual needs delivered by the following people:

|                           |                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| The Head Teacher          | Makes initial contact and invites the new governor to visit school, tour the school and receive the induction handbook |
| The Chair of Governors    | Introduces the governing body to the new governor at the first meeting                                                 |
| The Training Co-ordinator | Makes contact with the new governor and discusses what kind of support/training they would like                        |

## **On Going Induction/Continuing Professional Development**

Each governor will take responsibility for their own further learning, development/training, supported by the training co-ordinator. Nottinghamshire LA learning and development team provide a programme of training, which the school purchases and copies of the programme will be circulated regularly.

Feedback /reports from training can be given at the full governing body meetings.

| New Governor Profile Record                                                                            |                     |                |  |                                        |           |        |                                |           |  |
|--------------------------------------------------------------------------------------------------------|---------------------|----------------|--|----------------------------------------|-----------|--------|--------------------------------|-----------|--|
| Full Name                                                                                              |                     |                |  |                                        | PICTURE   |        |                                |           |  |
| Address                                                                                                |                     |                |  |                                        |           |        |                                |           |  |
|                                                                                                        |                     |                |  |                                        |           |        |                                |           |  |
|                                                                                                        |                     |                |  |                                        |           |        |                                |           |  |
| Post Code                                                                                              |                     |                |  |                                        |           |        |                                |           |  |
| Telephone Home No.                                                                                     |                     |                |  | Telephone Work No.                     |           |        |                                |           |  |
| Mobile No.                                                                                             |                     |                |  | Email Address                          |           |        |                                |           |  |
| Do you have children in school?                                                                        | Yes/No              | Which yr group |  | How would you describe your ethnicity? |           |        |                                |           |  |
| <b>What are your particular areas of interest and skills (eg in schools, work, voluntary, hobbies)</b> |                     |                |  |                                        |           |        |                                |           |  |
| When were you appointed as a governor?                                                                 |                     |                |  | Governor type**                        | LA        | Parent | Staff                          | Community |  |
| Member of which committees (please ✓ all that is relevant)                                             | Personnel & Finance |                |  |                                        | Standards |        | Pupils & Strategic Development |           |  |
| What do you feel are the main skills/knowledge and or strengths you offer to the governing body?       |                     |                |  |                                        |           |        |                                |           |  |
| What future training/learning do you feel you need?                                                    |                     |                |  |                                        |           |        |                                |           |  |

**Data Protection:** All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and may be used for the purposes of contact to assist the allocation of members to named governor roles, committees, or working groups as representatives of the governing body or for the purposes of consultation in your role as governors.

## School Based Induction Programme for New Governors

### Details of new governor:

|                                                      |                      |                          |  |                         |  |
|------------------------------------------------------|----------------------|--------------------------|--|-------------------------|--|
| Mr/Mrs/Ms/Miss<br><i>Please delete as applicable</i> |                      |                          |  |                         |  |
| Date of appointment to governing body                |                      | Date induction completed |  | Induction undertaken by |  |
| Mentor                                               | Mrs Jackie Shacklock |                          |  |                         |  |

### Checklist:

| Task                                                                                                                                                                                                                                                                                                                                                                                                                                | Who's responsible                                 | Date completed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------|
| <b>Recruitment Information pack (<i>given to all applicants</i>)</b>                                                                                                                                                                                                                                                                                                                                                                | Maria Clifton                                     |                |
| Explanation of Governor's Role/Governors Code of Conduct                                                                                                                                                                                                                                                                                                                                                                            | David Walton                                      |                |
| <b>New governor is elected or appointed</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |                |
| Name & address given to chair of governors<br>training co-ordinator notified of newly elected/appointed governor                                                                                                                                                                                                                                                                                                                    | Maria Clifton                                     |                |
| <b>First contacts</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |                |
| Contact made<br>Tour of school<br>Mentor                                                                                                                                                                                                                                                                                                                                                                                            | Maria Clifton<br>David Walton<br>Jackie Shacklock |                |
| <b>Induction programme information pack given and explained</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                   |                |
| Pack to include: <ul style="list-style-type: none"> <li>The school development improvement/summary priorities</li> <li>List of future governor meetings/events</li> <li>A named mentor</li> <li>Offered a place on the Local Authority National Induction programme</li> <li>Most recent copy of the Termly Head Teacher Report to Governors</li> <li>A copy of minutes from the most recent Full Governing Body meeting</li> </ul> |                                                   |                |
| <b>Task</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |                |
| <b>Interim induction programme</b>                                                                                                                                                                                                                                                                                                                                                                                                  |                                                   |                |
| Letter of welcome/contact from the Head Teacher                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |                |
| Introduction of mentor                                                                                                                                                                                                                                                                                                                                                                                                              |                                                   |                |
| Information about school governorship                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |                |
| <b>National induction and accessing continuous professional development</b>                                                                                                                                                                                                                                                                                                                                                         |                                                   |                |
| Attention drawn to Nottinghamshire LA governor support services<br>Nottinghamshire Association Governors (NAGs)<br>National Association of School Governors                                                                                                                                                                                                                                                                         |                                                   |                |
| Overall views of the new governor on the induction programme:                                                                                                                                                                                                                                                                                                                                                                       |                                                   |                |

### Who's who on the Governing Body?

| <b>Name</b>                  | <b>Category</b> | <b>End Date</b> |
|------------------------------|-----------------|-----------------|
| Mrs Jackie Shacklock (CHAIR) | Co-opted        | 27.07.2022      |
| Miss Liz Kitts (VICE CHAIR)  | Local Authority | 27.01.2026      |
| Mrs Isobel Cook              | Parent          | 12.11.2024      |
| Mrs Rebecca Leader           | Co-opted        | 27.07.2022      |
| Mrs Donna Hemp               | Parent          | 09.03.2025      |
| Mrs Louise Dakers            | Co-opted        | 15.10.2025      |
| Mr Paul Woollam              | Associate       | 26.02.2025      |
| Mrs Karen Jones              | Co-opted        | 27.07.2022      |
| Mr David Walton              | Head Teacher    | From 01.09.2007 |
| Mrs Yvette Pearse            | Staff           | 19.06.2023      |

|                                            |                        |
|--------------------------------------------|------------------------|
| <b>Chair of governors:</b>                 | Jackie Shacklock       |
| <b>Vice-chair of governors</b>             | Liz Kitts              |
| <b>Clerk to governors</b>                  | Andrew Ludlow (NCC LA) |
| <b>Committee chairs:</b>                   |                        |
| • <b>Personnel &amp; Finance committee</b> | Liz Kitts              |
| • <b>Pay committee</b>                     | Liz Kitts              |
| • <b>Pupils &amp; Strategic committee</b>  | Rebecca Leader         |
| • <b>Standards committee</b>               | Liz Kitts              |
| • <b>Discipline committee</b>              | Jackie Shacklock       |
| • <b>Training co-ordinator</b>             | Donna Hemp             |

## Introduction to governance

Welcome to the governing body of Bagthorpe Primary School. We have a governing body of 10 members and you will have joined as a representative in one of the parent governor categories. The categories of governor are as follows:

**Parent** Parent governors are elected by members of the parent community. You must have parental responsibility for a child registered as a pupil at the school. If insufficient parents stand for election, the governing body can appoint parent governors. You are disqualified from standing as a parent governor if you are employed to work at the school for more than 500 hours in a school year (at the time of election) or if you are an elected member of the Local Authority (LA).

**Staff** Staff governors are elected by all staff, either teaching or support staff. The headteacher is a member of the governing body by virtue of his/her office and counts as a member of the staff category. If the headteacher chooses not to be a governor he/she must make this known in writing to the clerk to governors and the governing body will carry a vacancy in the staff category.

The other places in the staff category are for teaching and non-teaching representatives. If insufficient teachers come forward for election, the position can be offered to non-teaching representatives, or vice-versa.

Staff who are eligible to be staff governors (paid to work at the school) are not eligible to serve as LA or community governors at this school. If you are paid to work more than 500 hours per year at the school, you are not eligible to be a parent governor at this school.

**Authority** This category of governors is appointed by the LA. You are disqualified from being a governor in this category if you are eligible to be a staff governor at this school.

**Co-opted** A co-opted governor is a person appointed by the governing body and who, in the opinion of the governing body, has the skills required to contribute to the effective governance and success of the school.

**Associate** Associate members are appointed by the governing body to serve on one or more committee(s) and attend full governing body meetings. The governing body decides if associate members have voting rights in committees but they do not have voting rights in full governing body meetings. Associate members are **not** governors.

### Rules and regulations:

As a governing body, we are subject to legislation set by the Government through the Department for Education (DfE). Details of all rules and regulations covering governance and school management can be found in "**A Guide to the Law for School Governors**" available on the DfE website.

### Clerk to governors:

It is a legal requirement that all governing bodies employ a clerk to governors. The clerk is responsible for calling all meetings of the full governing body and ensuring that agendas and papers are circulated to all members in good time for the meeting. The clerk is also there to

offer legal advice, guidance and assistance to governing bodies to ensure that all legal acts are complied with.

### **Chair of governors:**

It is a requirement that the governing body should elect a chair and vice-chair. At Bagthorpe Primary School we have decided that the position of chair of governors will be for a period of 4 years. Elections for chair and vice-chair are usually held in the autumn term.

The chair of governors works closely with the school and headteacher.

### **Vice-chair:**

The vice-chair acts as chair in the absence of the chair of governors.

### **Mentoring:**

Several members of the governing body are able to provide mentoring to newly elected/appointed governors. We feel that in order to provide you with adequate mentoring, a mentor should take on a maximum of two governors at any one time. We will provide mentoring to you for as long as you feel you require this. The mentoring can take the form of an initial meeting with your mentor and then you will be able to approach him/her for whatever guidance/explanations/ assistance you require. We feel that this should be as informal as possible and should not aim to take over from the governor training provided by the LA. It is an additional source of information/clarification. If you feel that you would like to take up the offer of mentoring, please do not hesitate to speak to the headteacher or chair of governors.

### **Quorum:**

The quorum for a full governing body meeting is 50% of governors in post. Vacancies are not included in the calculation. Decisions to be taken by vote must be determined by a majority of votes of those present and voting. If there are an equal number of votes, the chair has a casting vote. The quorum for committees is three governors who are members of the committee.

### **Meetings:**

The full governing body meets once per term. However, additional 'special' meetings can be called if necessary. It is not always possible to call meetings of the full governing body to ensure decisions are taken in emergencies. The chair is given emergency powers and must report any actions taken to the full governing body at the earliest opportunity.

Each committee should meet at least once per term, or more often if required.

Members of the governing body will receive the agenda and supporting minutes and papers at least seven days before the date of the meeting. If a member wishes to place an item on the agenda, this should be brought to the attention of the chair of governors or headteacher three to four weeks before the date of the meeting. The person(s) making the request should provide a reason for the inclusion of the item. This timescale will allow the chair and/or headteacher sufficient time to arrange to include this item on the agenda and also to provide any information/replies required.

### **Training and qualification:**

There are no formal educational qualifications required to become a governor. However, no-one is expected to undertake this most valuable voluntary job without support and training. The LA has a learning and development team, which provides governor training.

When you receive your package of information you will receive a copy of the Governor Training and Development prospectus and the Nottinghamshire Governor magazine with the 'At a Glance' training guide, containing details of induction courses. These are designed specifically for new governors and cover the whole range of issues you will meet as a governor. Please try

to attend the induction course as it provides you not only with valuable information, but you will also meet other new governors and have the opportunity to exchange ideas and views. The induction course is nationally recognised and accredited.

To organise governor training, please telephone the number provided in the Governor Training and Development programme. Alternatively you can contact Jackie Shacklock, who is our governor training co-ordinator. We are not limited to the number of representatives who may attend. If you wish to go on any training courses, please do so. When you attend a course, please let the School Office Manager know in order that he/she can keep our governor training record as up-to-date as possible.

### **The only specific qualities you need are:**

- An interest in the education and wellbeing of our children
- A willingness to ask questions – don't be afraid to ask if you are unsure of anything
- The time commitment to attend the termly meetings of the full governing body
- A commitment to be part of a team which, by working together, can make a real difference to the school.

Please don't be put off by the jargon we use and never be afraid to ask what it means.

### **What we do:**

Ofsted classes the governing body within the leadership and management of the school. However, it is important to remember that governors do not manage the school. That is the job of the headteacher and management team. Governors are there to be "a critical friend" to the headteacher and the school.

We are there to support the headteacher and staff but we are also there in a monitoring capacity, asking relevant questions such as

- Is it working?
- How do we know it is working?
- If it isn't working, what can we do?
- How can we help the school and nursery to get better?

### **How we work together – our code of conduct:**

There are some general principles which inform the work of governing bodies. These are widely accepted and are known as the code of conduct. Our school subscribes to these principles which are as follows:

- Supporting the aims and objectives of the school
- Working co-operatively with other governors in the best interest of the school
- Attending the meetings of the governing body
- Promoting the interest of the school in the wider community
- Each having an equal right to participate and to state our views whilst respecting the views of others
- Being loyal to the decisions made by the governing body

- Respecting the confidentiality of those items of business that have been designated as confidential. (We agree not to disclose what individuals have said or how they have voted)
- Withdrawing from meetings where we have any direct personal interest in the business being discussed
- Participate in training and development.

### **Committee structure:**

The work of the governing body is wide-ranging. There are, therefore, committees which have specific areas of work delegated to them. These committees meet at intervals during the term and report back to the full governing body. The full governing body approves the membership of each committee. This is usually carried out at the autumn term meeting. Changes to membership can only be made at a meeting of the full governing body.

Bagthorpe Primary School has a committee structure of 5 committees. These are:

- *Pupils & Strategic Development Committee*
- *Personnel & Finance Committee*
- *Standards Committee*
- *Pay Committee (as and when)*
- *Discipline Committee (as and when)*

New Governors are encouraged to get to know the work of the different committees by shadowing different meetings.

### **Policies:**

Policies are written to enable the school to monitor all aspects of school life and governors may be involved in the writing and updating of these documents. All policies are kept in the school. They can be found in a policy folder in the school office and on the website and are available for governors to read.

The monitoring role of the governing bodies is undertaken through the work of link or named governors. The role of these governors are decided according to the school's specific improvement priorities. Link or named governors work with school staff. They visit school and report back to the committee or governing body on progress.

### **Visits to school:**

The very best way a governor can get to know the school is to visit. Governors are very welcome and encouraged to visit our school. There will be many events during the school year to which governors are invited. If you want to arrange a "getting to know the school" visit, speak to the headteacher in the first instance to discuss your visit. Governors are encouraged to become link governors and to monitor an area of the curriculum or other aspect of school life.

Please remember that governors are not visiting the school in the role of inspectors. All staff at Bagthorpe Primary School are more than willing to invite us into their classrooms and will give every assistance.

You should produce a short report of your visit for the governing body. Comments should be brief and aim to be positive. If you have any queries, these should be addressed to the headteacher.

We have adopted a visits policy which contains a report pro-forma and information on how to undertake a school visit. (*Appendix 1*)

**Decision making:**

All members of the governing body have a right to be involved in the decision making at meetings unless they have a personal gain or financial advantage in the outcome of the decision. Please remember that once a decision has been made, it is final and binding. We operate as one body and accept the decisions made by the majority regardless of our personal views/opinions. All decisions made are corporate decisions. If there is a "tied vote" the chair has a casting vote.

**Confidentiality:**

All governors need to understand the principle of confidentiality. There may be confidential items discussed at governing body meetings and individual governors may be involved in confidential meetings. If an item is deemed to be confidential, it must not be discussed with anyone outside the meeting.

**Suspension of governors:**

The governing body can suspend governors if they breach the rules of conduct. The Guide to the Law gives full details of procedure.

Signed: \_\_\_\_\_  
(*Chair of Governors*)

Signed: \_\_\_\_\_  
(*Head Teacher*)

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# **Bagthorpe Primary School**

## **Governor Visits Policy**

*Reviewed: January 2022*

## **GOVERNOR VISITS POLICY**

### **Introduction**

Governors are required to monitor and evaluate the progress that the school is making towards the priorities and targets set out in the school improvement plan. Much of this monitoring is done through the Head Teacher and other members of staff who report to the governing body and its committees. However, it is also good practice for governors to visit the school during the school day to see at first hand the impact of their policies and plans on the school's performance. A carefully planned visit by a governor can generate evidence that will inform decision-making by the whole governing body or its committees.

### **Purpose**

The purpose of this policy is to provide a framework for governors to make focused visits to school so that they can build an effective working relationship with the staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis and their findings should help the whole governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the school improvement plan. This process will enable the governing body to recognise and celebrate the efforts and successes of pupils and staff and to identify further areas for development. Visits are *not* about making judgments on the quality of teaching; that is the Head Teacher's responsibility. Nor are they about checking on the progress of individual children or pursuing personal agendas.

### **Relationship to other policies**

The focus of a visit could be on one or more of the many policies in place in the school, especially assessment, collective worship, pupil discipline, race equality and teaching and learning.

### **Role and responsibilities of Head Teacher, other staff, governors**

The governing body will, with the help of the Head Teacher and staff undertake visits throughout the year. The aim is to achieve a minimum of one visit per governor per year. Visits may be conducted in pairs. The Head Teacher guides the governing body on the areas of the curriculum, policies and school improvement plan priorities and targets to be covered each term.

### **Monitoring and evaluation**

Governors' visits will be an agenda item at the termly meeting of the governing body. By reviewing the minutes of meetings when reports of visits were discussed, the governing body will judge the extent to which the information gathered informed the whole governing body's understanding of the progress made towards meeting priorities and targets. Staff governors will feedback from colleagues.

### **Guidance for Governors Visiting the School**

#### **Before you visit school**

- Clarify the purpose of the visit. Is it linked to the School Improvement Plan? How does this affect what you are going to see?
- Discuss an agenda with the headteacher well in advance. Make sure that the date chosen is suitable for the purpose of the visit.
- Find out if there is a prompt sheet/checklist, agreed by staff and governors, to guide governors' visits.

- Time permitting, discuss the proposed agenda with any staff involved. How do they want governors to fit into the lesson?
- Be clear beforehand exactly what you are there to see. Try to prepare questions for staff in advance. The headteacher may be able to guide you on this.
- Discuss with the headteacher if any supporting information is available – Ofsted report, improvement plan, performance data.

### During

- Be punctual, keep to the agreed timetable but be flexible.
- Decide with the teacher how you will be introduced and what your role in the classroom will be.
- Get involved with the children if the teacher has agreed that this would be appropriate.
- ***Remember it is a visit not an inspection.***
- Observe discreetly. Remember that note-taking can be disconcerting.
- Don't distract the teacher from his/her work but be prepared to talk and show interest.
- Be courteous, friendly not critical, interact, don't interrupt.
- Remember why you are there. Don't lose sight of the purpose of your visit.
- Listen to staff.

### After

- Discuss what you have observed with the teacher. Use the opportunity to clarify any issue you are unclear about. For example, did your presence have any impact on the atmosphere in the classroom? If so, how?
- Refer to the purpose of the visit. Consider together whether it has been achieved.
- Thank the teacher for supporting you in your role as a governor. Be open, honest, and positive.
- Make notes as soon as possible after your visit while it is still fresh in your mind.
- Discuss your observations with the head teacher. Be prepared to take the comments of others on board.
- Agree with the head teacher how and when you will report on your visit to the governing body.
- Write up your report and circulate a draft to the headteacher and any staff involved. Be prepared to amend it. Aim to achieve a report that is agreed by those involved.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 (Chair of Governors) (Head Teacher)

Date: \_\_\_\_\_ Date: \_\_\_\_\_



# Bagthorpe Primary School

## Governor School visit record

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**Name:**

**Date:**

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**Purpose of visit (as agreed by GB and Head Teacher):**

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**Links with the School Development/Improvement Plan**

How does the visit relate to a priority in the School Development/Improvement Plan?

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**Governor observations and comments**

Which year group, class, etc? What did you learn? What would you like clarified? How long did the visit last?

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**Any key issues arising for the governing body**

The way resources are allocated, the way the school communicates, progress in implementing a key policy

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**Action following governing body meeting**

Record any action agreed by the governing body with regard to this visit