



**ST PETER'S SCHOOL  
GOVERNOR INDUCTION PROCEDURE**

**Date Reviewed: June 2024**

**Date of Next Review: June 2026**

**Reviewer: Christopher Bennet**

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<b>Document Control</b>		
<b>Edition</b>	<b>Issued</b>	<b>Changes from previous</b>
1	01/02/16	No changes
2	12/01/18	No significant changes –change of 'children' to' student', references to the Trust and to Governors producing reports on their visits, reordering of bullet points to put safeguarding top
3	March 2020	No changes
4	Feb 2022	No changes
5	June 2026	No changes

<b>Policies/Documents referred to in this procedure</b>	<b>Post holders/Persons named in this procedure</b>
This procedure <b>links to other school policies</b> on: Governor code of practice Governor Visits procedure Safeguarding Gifts and Hospitality	

**PURPOSE**

- To welcome new governors to the Governing Body and enable them to meet other members
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Head Teacher, staff and students
- To explain the partnership between the Head Teacher, school, Governing Body and Trust
- To explain the role and responsibilities of governors
- To give background material on the school and current issues
- To allow new governors to ask questions about their role and/or the school
- To explain how the Governing Body and its committees work
- To allow new governors to express an interest in joining the committee(s) of their choice

**New governors will:**

- Be welcomed to the Governing Body by the Chair
- Be invited by the Head Teacher to visit the school for an induction meeting and tour

- Have the opportunity to tour the school and meet staff and students
- Receive an informal briefing on the school from the Head Teacher
- Have the opportunity to meet informally with an existing governor who will then act as their mentor providing a known and friendly face and someone who can help the new governor navigate through jargon, terminology, structures and procedures
- Be accompanied by their mentor to their first full Governing Body meeting (if required)
- Have the opportunity to review their first meeting with the mentor
- Be required to provide personal information and identification documents to enable a Disclosure and Barring Service check to be carried out and provide contact details of two people, who should not be family or friends and who can provide a reference
- Be offered, after three months, an opportunity to discuss with the mentor their experience so far and any additional support or training they may need
- Be offered Governor inductions sessions for new Governors to meet with relevant members of staff will be organised to cover such areas as:
  - Safeguarding and PREVENT training
  - Safer recruitment
  - Health and Safety
  - Teaching and learning
  - Student behaviour
  - Leadership and management
  - Attendance
  - Data
  - School Finance

**New governors will receive:**

- 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
- An outline of Governor responsibilities
- Minutes of the last 3 full governing body meetings
- Copy of the Cam Academy Trust Scheme of Delegation and Handbook for members of LGBs
- The DfE "Governance Handbook"

**New governors are also recommended to read:**

- The School Improvement Plan and SEF
- The latest Ofsted report
- Policy documents relevant to committee membership

**Areas that the Head Teacher will cover include:**

- Background to the school (including clarification of status)
- Current issues facing the school
- The role of the Governing Body at the Academy
- Tour of the school and subsequent governor visits to the school

- The relationship between the Head Teacher and Governing Body
- Code of Practice see (Appendix 1)
- Governor meetings and Committee membership:
  - Governing Body meetings are held once every half term (all Governors attend).
  - Committee meetings are held at least once every half term (all Governors receive agenda and papers for all committees).
  - A Strategy day is held at least annually (all Governors attend) and training sessions are arranged.
  - In addition organised visits are made during the school day in partnership with school staff.
  - All Governors are invited to celebrations, educational evenings, parents' evenings, etc.
- Governor responsibilities (relationships and confidentiality):
  - Provide all relevant personal details to allow a DBS check and GIAS website to be completed
  - Read the documentation in their own time
  - Sign the Governors Code of Practice, including confirmation of reading the eligibility form, and the ' Register of Business Interests
  - Attend all relevant meetings as far as possible. (Apologies must be forwarded in advance to the Clerk to Governors).
  - Meet with the Head Teacher and Chair of Governors and mentor governor if possible prior to the first Governors' meeting during the school day to allow the opportunity to see the school at work.
  - Attend Governor training and development courses as appropriate.
- Policies and practice (Terms of Reference)
- Training requirements and personal development
  - Needs analysis
  - External training (on committee responsibilities)
  - In-school training (on current issues)
- Personal training (on-going personal research on all current educational trends and philosophy)
- Expertise/experience you can bring to the school
- Support will be provided by the Chair of Governors, Head Teacher and an assigned Governor to act as initial mentor.
- Quality assurance:
  - Ongoing review of the School Improvement Plan.
  - School Self Evaluation Form
- Questions

**Areas that the mentor will cover include:**

The role of the mentor is also to be available as a sounding board and someone to whom the new governor feels comfortable to turn to for help and advice – email/telephone contact for queries, questions and support.

The mentor will cover:

- An overview of the governor's role and the commitment required
- Explain procedures and protocols – such as any voting processes, how the agenda is compiled and when it is circulated, how to raise points at a meeting, handling complaints, communications with parents and others within and outside the school, and confidential items.
- How the full Governing Body and committee meetings are conducted
- Planning their first governing body meeting
  - Explain how to propose agenda items
  - Spend some time to go through the agenda with them
  - Ensure that other governors are aware of their new colleague
  - Arrange for the Chair to personally welcome them
  - Ensure the new governor sits next to a more experienced governor
- Governor training – arrange with the Clerk to organise an internal induction event and book the new governor onto an Introductory course run by Cambridgeshire Governor Services

The mentoring relationship lasts as long as each side feels it is valuable, but it is useful after a while (say a year) to review and evaluate the new governor's early experience in office and to check that they are sufficiently confident in their role.

**Areas that the Clerk will cover include:**

- Provision of the documentation for the new governor
- Assisting the Chair and Head Teacher as necessary.

## Appendix 1

### CODE OF PRACTICE FOR SCHOOL GOVERNORS

This code sets out the expectations on and commitment required from governors in order for the governing body to properly carry out its work within the school and the community.

#### The purpose of the governing body

The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that students are attending a successful establishment which provides them with a good education and supports their well-being.

#### The governing body:

- Sets the strategic direction of the school by:
  - setting the values, aims and objectives for the school
  - agreeing the policy framework for achieving those aims and objectives
  - setting statutory targets
  - agreeing the school improvement strategy which includes recommending the budget and the staffing structure.
  
- Challenges and supports the school by monitoring, reviewing and evaluating:
  - the implementation and effectiveness of the policy framework
  - progress towards targets
  - the implementation and effectiveness of the School Improvement Plan
  - the budget and the staffing structure.
  
- Ensures accountability by
  - receiving and reviewing the school's own self-evaluation report
  - responding to Ofsted reports when necessary
  - holding the Head Teacher to account for the performance of the school
  - ensuring parents and students are involved, consulted and informed as appropriate
  - making available information to the community
  
- The Chair takes part in the Trust process of the performance management of the Head Teacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must be:

- prepared and equipped to take their responsibilities seriously;
- acknowledged as the accountable body by the lead professionals;
- supported by the appropriate authorities in that task; and
- willing and able to monitor and review their own performance.

## **The role of a governor**

In law the governing body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full governing body;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents or staff, or Trust), the overriding concern of all governors has to be the welfare of the school as a whole.

## **As Governors:**

- We will provide personal information for the purposes of securing safeguarding (e.g DBS clearance) and for registration on the GIAS website.
- We will read and abide by school safeguarding policies and the Keeping Children safe in Education document.
- We understand the purpose of the governing body and the role of the Head Teacher as set out above.
- We are aware of and accept the Nolan seven principles of public life (see appendix).
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice.
- We will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We will consider carefully how the governing body's decisions may affect the community and other educational settings.
- We will always be mindful of the responsibility to maintain and develop the ethos and reputation of the school. Governors' 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 body.

## **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will become actively involved in the work of the governing body, and accept a 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 in full why we are unable to.
- We will get to know the school well and respond to opportunities to become involved in school activities.

- We will arrange visits to the school in advance with the staff, undertake visits and produce reports for consideration at Governing Body meetings
- We will consider seriously the individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the Head Teacher.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will seek to develop effective working relationships with the Head Teacher, staff and parents, the local authority and other relevant agencies and the community.
- We will express views openly, courteously and respectfully in all communications.
- We will support the chair in their role of ensuring appropriate conduct 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
- We will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will deal with matters in a way that is sympathetic, efficient, prompt and without bias or maladministration.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside the school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We accept that although decisions reached at Governors' meetings are normally made public through the minutes or otherwise, the discussions on which the decisions were based, and details of any vote taken, are regarded as confidential.
- We will continue to observe the duty of confidentiality after we have ceased to be a Governor.

### **Conflicts of interest**

- We will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.
- We will not misuse our position to further our private interests or those of others
- We will not use our position to receive, agree to accept or attempt to obtain any payment or other consideration for doing, or not doing anything or showing favour, or disfavour, to any person.
- We will not receive benefits of any kind from a third party which might reasonably be seen to compromise our personal judgement or integrity (please refer to Gifts and Hospitality policy).

## **Breach of this code of practice**

If we believe that we are being required to act in a way which:

- is illegal, improper, or unethical;
- is in breach of a professional code;
- may involve possible maladministration, fraud or misuse of public funds; or
- is otherwise inconsistent with this Code;

we will either raise the matter with or approach in confidence the Head Teacher who will investigate concerns about illegal, improper or unethical behaviour. We will also draw attention to cases where:

- we believe there is evidence of irregular or improper behavior elsewhere in the school, but where we have not been personally involved;
- there is evidence of criminal or unlawful activity by others;
- we are required to act in a way which, for governors, raises a fundamental issue of conscience.

Where we have reported a matter covered above and believe that the response does not represent a reasonable response to the grounds of the concern, we may report the matter in writing to the Chair of Governors who will investigate the matter further.

- Where a breach of this code has been investigated, we will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- If it is the Chair that we believe has breached this code, another governor, such as the Vice Chair will investigate;
- We understand that any allegation of a material breach of this code of practice by any governor will be raised at a meeting of the governing body, and, if agreed to be substantiated by a majority of governors, will be minuted and can lead to consideration of suspension from the governing body.
- We are aware of the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school governor (see Appendix 2). We have signed below to confirm that none of these restrictions apply.

## **Mentoring**

- We recognise that it is the policy of this Governing Body that new Governors should be supported by an experienced Governor who acts as mentor and who provides support and a listening ear for all aspects of the work of the Governing Body. We are prepared to act as mentors, as required.



**Undertaking**

As a member of the Governing Body I will always have the well-being of the students and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Head Teacher or staff.

Signed ..... Printed name ..... Date:

Signed ..... Printed name ..... Date:

Signed ..... Printed name ..... Date:

Signed ..... Printed name ..... Date:

## **Appendix 1**

### **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.

## Appendix 2

### DISQUALIFICATION OF GOVERNORS

1. No person shall be qualified to be a Governor unless they are aged 18 or over at the date of their election or appointment. No current student of the Academy shall be a Governor.
2. A Governor shall cease to hold office if they becomes incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.
3. A Governor shall cease to hold office if they are absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that their office be vacated.
4. A person shall be disqualified from holding or continuing to hold office as a Governor if—
  - a) their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
  - b) they are the subject of a bankruptcy restrictions order or an interim order.
5. A person shall be disqualified from holding or continuing to hold office as a Governor at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
6. A Governor shall cease to hold office if they cease to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
7. A person shall be disqualified from holding or continuing to hold office as a Governor if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
8. A person shall be disqualified from holding or from continuing to hold office as a Governor at any time when they are:
  - a) included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
  - b) disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
  - c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006)

9. A person shall be disqualified from holding or continuing to hold office as a Governor if they are a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
10. A person shall be disqualified from holding or continuing to hold office as a Governor where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
11. After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Governor if they have not provided to the chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Head Teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
12. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor; and they are, or are proposed, to become such a Governor, they shall upon becoming so disqualified give written notice of that fact to the Secretary.
13. No person shall be qualified to be a Governor unless he is aged 18 or over at the date of their election or appointment. No current student of the Academy shall be a Governor.
14. A Governor shall cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.
15. A Governor shall cease to hold office if they are absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that their office be vacated.
16. A person shall be disqualified from holding or continuing to hold office as a Governor if—
  - a) their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
  - b) they are the subject of a bankruptcy restrictions order or an interim order.
17. A person shall be disqualified from holding or continuing to hold office as a Governor at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
18. A Governor shall cease to hold office if they cease to be a Governor by virtue of any provision in the Companies Act 2006 or are disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

19. A person shall be disqualified from holding or continuing to hold office as a Governor if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
20. A person shall be disqualified from holding or from continuing to hold office as a Governor at any time when they are:
  - a) included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
  - b) disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
  - c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006)
21. A person shall be disqualified from holding or continuing to hold office as a Governor if they are a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
22. A person shall be disqualified from holding or continuing to hold office as a Governor where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
23. After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Governor if they have not provided to the chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Head Teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
24. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor; and they are, or are proposed, to become such a Governor, they shall upon becoming so disqualified give written notice of that fact to the Secretary.

## Regulation 15(1) of the School Governance (procedures)(England) Regulations 2003

### Suspension of governors

15.—(1) Subject to paragraphs (2), (3) and (4), the governing body may by resolution suspend a governor for all or any meetings of the governing body, or of a committee, for a fixed period of up to 6 months on one or more of the following grounds—

- (a) that the governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his employment;
- (b) that the governor is the subject of proceedings in any court or tribunal, the outcome of which may be that he is disqualified from continuing to hold office as a governor under Schedule 6 to the Constitution Regulations;
- (c) that the governor has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the governing body or his office into disrepute; or
- (d) that the governor is in breach of his duty of confidentiality to the school or to any member of staff or to any pupil at the school.

(2) A resolution to suspend a governor from office shall not have effect unless the matter is specified as an item of business on the agenda for the meeting of which notice has been given in accordance with regulation 11(4).

(3) Before a vote is taken on a resolution to suspend a governor, the governor proposing the resolution shall at the meeting state his reasons for doing so, and the governor who is the subject of the resolution shall be given the opportunity to make a statement in response before withdrawing from the meeting in accordance with paragraph 2(2) of the Schedule.

(4) Nothing in this regulation shall be read as affecting the right of a governor who has been suspended to receive notices of, and agendas and reports or other papers, for meetings of the governing body during the period of his suspension.

(5) A governor shall not be disqualified from continuing to hold office under paragraph 5 of Schedule 6 to the Constitution Regulations for failure to attend any meeting of the governing body while suspended under this regulation.