

New governor induction checklist

In order to be fully prepared for their duties, new governors must ensure all the necessary procedures are followed during their induction. It is good practice for schools and academies to have a governor induction procedure, which provides all the essential information from the school, or academy, as well as gathers information on the governors themselves.

The first two tables need to be completed to ensure that the governing board is fully aware of the skills and knowledge of the new governor. In this way, potential areas for training and improvement can be identified.

Following these, the checklist will be completed as the induction process progresses. Before undertaking their duties, new governors will ensure all areas of concern have been covered.

Skills and knowledge audit

Please tick where appropriate:

Skills	High level of experience	Adequate level of experience	Basic level of experience	No experience
HR				
Financial management				
Facilities management				
Curriculum				
SEND				
Data management				
Children's services				
Law				

Governor responsibilities	Extensive knowledge	Adequate knowledge	Basic level of knowledge	No knowledge
Roles and responsibilities of a governing board				
Curriculum				
SEND				
Financial management				
Data management				
Health and safety				
Safeguarding				
Pupil discipline				
School performance management				
HR in schools				
School improvement planning				
Accountability				

New governor checklist

Action	Completed (Please tick)
Preparation	
Invited by the headteacher to visit the [school/academy].	
Welcomed to the governing board by the chair	
Toured the [school/academy] and met pupils and staff.	
Received an informal briefing on the [school/academy] from the headteacher, including the current issues facing the [school/academy].	
Assigned a governor mentor.	
Viewed the [school/academy]'s website.	
Received the dates of upcoming governors' meetings.	
Received the relevant documentation	
The Governance Handbook	
The [school/academy]'s Guidelines for Governors, including the code of conduct.	
The [school/academy]'s prospectus.	
Details and terms of reference for the governing board.	
Contact details for all the other governors.	
Contact details for the [school/academy].	
Calendar of the [school/academy]'s events.	
The [school/academy]'s newsletters.	
The [school/academy] Improvement Plan.	
The latest Ofsted report and action plan.	
The latest annual report to parents.	
The Performance and Evaluation Policy	

The [school/academy]'s Visits Policy.	
Details of any relevant training opportunities.	
Details of the [school/academy]'s budget.	
A list of all the [school/academy] staff, along with their responsibilities.	
A register of interests form.	
A list of all the committees, along with the relevant terms of reference.	
The Governors' Expenses Claim Policy, with the accompanying claim form.	
Understanding the processes of the governing board	
Please tick when you feel you fully understand each area:	
The current issues facing the governing board.	
The language and abbreviations of the education sector.	
The voting process of the governing board.	
The process for governors' visits to the [school/academy].	
The process for raising concerns and issues.	

Governor's name:	Signed:	Date:
Headteacher:	Signed:	Date: