

Governor Induction Checklist

How does the governing body welcome the new governor?			Date Completed:
1.	Contact from the Chair (via email or telephone) who will also arrange for the new governor to meet the Headteacher and have a 'tour' of the school if they have not already done so.	Y/N	
2.	A letter received from either the LA or Chair detailing necessary paperwork for the new governor to complete. The governor should also be sent a copy of: <ol style="list-style-type: none"> 1. The Governor Code of Conduct (either a school copy or LA) 2. A copy of Keeping Children Safe in Education (KCSIE) 	Y/N Y/N Y/N	
3.	The Chair to arrange a meeting with the new governor before their first meeting with the full governing body.	Y/N	
4.	The new governor meets both the Chair and Mentor (Buddy) at this meeting. The Chair checks that the new governor has: <ol style="list-style-type: none"> 1. A completed DBS application and declaration of personal/pecuniary interests form. 2. Has read Part 1 of KCSIE 2022 and signed that they have done so. <i>It is recommended that governors read the whole document, which can be found here.</i> 3. Has completed safeguarding training. <i>The KCSIE 2022 guidance outlines that all governors must complete safeguarding training - this can be done through school-based training, or via the NGA training provided.</i> 4. Read and signed the Code of Conduct. 5. Read and signed the Behaviour Protocol. 6. Been introduced to their Mentor, who will discuss with them their role, how they can contribute to the governing body and any training needs. 7. Been explained the purpose of a Skills Audit and given a form to complete one. 8. Received a document showing the new governor how to access online training, including instructions for logging onto their NGA account. 9. Viewed the school website to review the school's OFSTED report and any policies/reports a governor should be familiar with. <i>A list of these essential documents is available here on the DfE website.</i> 10. Been informed on both the school's SEF and SDP. 11. Discussed the protocol for the first meeting. 12. Been invited to attend each of the committee meetings as an observer before being assigned to one. 	Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N	

5.	The new governor attends their first meeting and is introduced to the rest of the governing body. This includes: 1. Committee membership assigned (if appropriate) 2. Arranging a Governor Monitoring Visit with their Mentor	Y/N Y/N	
6.	New governor completes and returns their Skills Audit.	Y/N	
7.	Debrief after the first meeting - the new Governor will meet with their Mentor to discuss any thoughts and ongoing training needs.	Y/N	
8.	After 3 weeks: 1. The Chair confirms the new governor has received their DBS. 2. The school checks the DBS, and sends the issue date and clearance number to the School Support Admin.	Y/N Y/N	

Induction Completed on: _____

Signed Chair of Governing Body/Mentor: _____

Signed Governor: _____