**New Governor Checklist**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Meeting the Governing Body** | | |
| **Action** | **Completed** | **Date** |
| Meet the chair of governors |  |  |
| Complete a tour of the school |  |  |
| Meet the headteacher |  |  |
| Attend first full governing body  Meeting |  |  |
| Observe committee meetings |  |  |
| **Training and Paperwork** | | |
| **Action** | **Completed** | **Date** |
| Book induction training |  |  |
| Complete skills audit |  |  |
| Complete paperwork. This may  include:  Governor declaration  form  DBS/barred list check  Declaration of business  interests form |  |  |
| **Items the new governor should receive** | | |
| **Action** | **Completed** | **Date** |
| Information on the composition  of the governing body |  |  |
| List of school staff and their  responsibilities |  |  |
| Terms of reference for the  governing body |  |  |
| Terms of reference for each  committee |  |  |
| List of future meeting dates |  |  |
| Governors’ code of conduct |  |  |
| Information on governor visits |  |  |
| Information on where governors  can access all of the school’s  policies |  |  |
| Information on:  Number of pupils at the  school  Number of boys and  girls  Percentage of children  eligible for the pupil  premium  Number of children with  English as an additional  language (EAL)  Breakdown of pupil  ethnicity  Number of children on  the special educational  needs (SEN) register  Number of children with  SEN statements  Number of looked after  Children |  |  |
| Access to the school  improvement plan (or  equivalent) |  |  |
| Minutes from the last governors’  meeting |  |  |
| A list of current governors and  their contact details |  |  |
| The clerk’s contact details |  |  |
| **Actions for the New Governor** | | |
| **Action** | **Completed** | **Date** |
| Ask your workplace about time  off for governor duties (if  applicable) |  |  |
| Read the Governance Handbook |  |  |
| Read the school’s latest Ofsted  report |  |  |
| Look at the school website |  |  |
| Research recent news items on  school governance/education |  |  |
| **Other Actions** | | |
| **Action** | **Completed** | **Date** |
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**Meeting the governing body**