**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 bodyMeeting |  |  |
| Observe committee meetings |  |  |
| **Training and Paperwork** |
| **Action** | **Completed**  | **Date** |
| Book induction training |  |  |
| Complete skills audit |  |  |
| Complete paperwork. This mayinclude:Governor declarationformDBS/barred list checkDeclaration of businessinterests form |  |  |
| **Items the new governor should receive** |
| **Action** | **Completed**  | **Date** |
| Information on the compositionof the governing body |  |  |
| List of school staff and theirresponsibilities |  |  |
| Terms of reference for thegoverning body |  |  |
| Terms of reference for eachcommittee |  |  |
| List of future meeting dates |  |  |
| Governors’ code of conduct |  |  |
| Information on governor visits |  |  |
| Information on where governorscan access all of the school’spolicies |  |  |
| Information on:Number of pupils at theschoolNumber of boys andgirlsPercentage of childreneligible for the pupilpremiumNumber of children withEnglish as an additionallanguage (EAL)Breakdown of pupilethnicityNumber of children onthe special educationalneeds (SEN) registerNumber of children withSEN statementsNumber of looked afterChildren |  |  |
| Access to the schoolimprovement plan (orequivalent) |  |  |
| Minutes from the last governors’meeting |  |  |
| A list of current governors andtheir contact details |  |  |
| The clerk’s contact details |  |  |
| **Actions for the New Governor** |
| **Action** | **Completed**  | **Date** |
| Ask your workplace about timeoff for governor duties (ifapplicable) |  |  |
| Read the Governance Handbook |  |  |
| Read the school’s latest Ofstedreport |  |  |
| Look at the school website |  |  |
| Research recent news items onschool governance/education |  |  |
| **Other Actions** |
| **Action** | **Completed**  | **Date** |
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**Meeting the governing body**