**Governor Induction**

All schools and trusts will have their own induction process, below we include a suggestion of what a school might provide and what Governor Services provide.

**Information for new governors usually supplied by the Clerk**

It is good practice for a governing body to provide some information which will give a new governor an insight into the workings of the school and its governing body.

The Clerk to the Governing Body can provide all or some of the following:

* Declaration Form
* Code of Conduct of Governing Body
* Register of Business Interests
* Meeting dates
* School events, parents evenings, PTA events, term dates etc
* Membership of Governing Body
* Minutes of recent Governing Body meetings
* Current School Development Plan
* Governing Body Committee Structure
* Terms of reference of committees
* Plan of school
* Staff list & staffing structure
* Copy of latest school newsletter to parents
* Most recent Ofsted Report

Clerk to the Governing Body provides advisory and administrative support to the governing body and a new governor should have their contact details.

It is good practice for a new governor to be allocated a mentor from within the governing body.

**Information supplied by Governor Services**

* Instrument of Government (maintained schools)

This is a copy of the legal document that sets out the constitution / composition of your governing body

* ‘Welcome to Governance’ – A Guide for New GovernorsPublished by the National Governors’ Association (NGA)

This guide contains a wealth of useful information about the work and responsibilities of governing bodies.

*Essential reading*.

Schools who have bought into the Bracknell Forest Service level agreement for Governor Services includes Governing Body membership of the NGA.

* Bracknell Forest Governor Development Handbook

*Essential reading – keep it handy!*

On page 8 there is a list of guidance notes prepared on specific topics that we call DIY guides. We recommend that you take time to look at some or all of these as they will answer a lot of queries that you may have as a new governor. They can be found on the school management website at:

<http://schools.bracknell-forest.gov.uk/governors.htm>

You will also want to look at the DfE Governor’s Handbook which provides essential information about the role and legal duties of governing bodies in maintained schools and academies.

* Governor and Clerk Training and Development Programme

The programme is issued in advance of every term and sets out the training that you can attend FREE of charge if your school has bought into the SLA.

* NGA Learning Link

Online training for governors and clerks included with the SLA.

* Bracknell Forest School Management Website
* Information for new governors usually supplied by the Clerk sheet See above.