

**SOLIHULL GOVERNOR SERVICES**

**GOOD PRACTICE GUIDE ON THE APPOINTMENT OF NEW GOVERNORS**



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| **SUBJECT: New Governors ~ Information Requirements** | | | | | | **Timing:** On appointment |
| **No.** | **Has your governing body ensured that new governors have the following:** | | **Yes** | **NoX** | **?** | **Notes** |
| 1 | the school’s Instrument of Government/ Articles of Association; | |  |  |  |  |
| 2 | the relevant edition of the DfE publication *School Governors Handbook* or the link to access this on-line; | |  |  |  |  |
| 3 | a list of members of the governing body, giving name, type of governor (parent, teacher, etc), date of appointment and (if agreed) telephone number & e-mail address; | |  |  |  |  |
| 4 | the governing body’s agreed procedures or standing orders; | |  |  |  |  |
| 5 | a list of the committees and working parties of the governing body, with membership and terms of reference; | |  |  |  |  |
| 6 | a calendar of governing body and committee meetings; school terms and holidays; and major school events for the current school year; | |  |  |  |  |
| 7 | a copy of the staffing structure of the school, showing names of teachers and other staff, subjects taught and other responsibilities; | |  |  |  |  |
| 8 | the school’s current prospectus; | |  |  |  |  |
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| **No.** | | **Has your governing body ensured that new governors have the following:** | **Yes**  **** | **NoX** | **?** | **Notes** |
| 9 | | the school’s current development/ improvement plan, or summary if one exists; |  |  |  |  |
| 10 | | the most recent governing body annual report to parents/school profile; |  |  |  |  |
| 11 | | the most recent inspection report on the school, with the action plan for school improvement; |  |  |  |  |
| 12 | | a list of statutory and non-statutory policies adopted by the governing body and information on how copies of these may be obtained; |  |  |  |  |
| 13 | | the minutes of the two most recent meetings of the governing body; |  |  |  |  |
| 14 | | a plan of the school, if available; |  |  |  |  |
| 15 | | the name of a suggested “mentor”, if the governing body has adopted such a system of support for new governors; |  |  |  |  |
| 16 | | A copy of the governing body’s Code of Practice? *New Governors should be asked to read, sign and return a copy of the Code of Conduct.* |  |  |  |  |