

**SOLIHULL GOVERNOR SERVICES**

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



**Good Practice Guide on the appointment of New Governors**

It is highly recommended that Governor Bodies have an induction policy for new governors. It can be a little confusing for someone starting the role of a governor. There is a lot of information, acronyms, names and details for a newly appointed governor to learn. They may not come from an education background and it can be a little over-whelming at the start. Our advice is for the attached tick list to be followed on appointment. We also recommend that an established governor acts as a mentor or “buddy” for the first few months so the new governor has someone to contact if they have any questions.

The newly appointed governor should be booked on the National Training Programme for New Governors. These are held every term. Governing Body Clerks will have details of the dates, times and venues for these training seminars or governors can contact the Governor Services Department on 0121 704 6403; [governorservices@solihull.gov.uk](mailto:governorservices@solihull.gov.uk).



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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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| 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.* |  |  |  |  |