



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Governors' and Associate Members' Induction Policy

Prepared: May 2014

Reviewed and Revised: October 2020

Next review: October 2022

The Governing Board and the Executive Headteacher of The Federation of Westminster Special Schools and Bi-Borough Inclusion Service believe it is essential that all new governors and associate members receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that all new governors and associate members are given the necessary information and support to fulfil their role with confidence. This includes the allocation of a mentor who will meet with the new governor/associate member and go through the induction pack, discuss training and support needs and answer any queries/questions they may have. The process is seen as an investment, leading to more effective governance and the retention of governors and associate members

Purpose

- To welcome new governors and associate members to the Governing Board and enable them to meet other members with the support of a mentor.
- To encourage new governors and associate members to visit the schools to experience their atmosphere and understand their values
- To meet the Executive Headteacher/ School Headteachers school staff, children and the Head of the Bi-Borough Inclusion Service
- To explain the partnership between the Executive Headteacher and School Headteachers, Federation and Governing Board
- To explain the role and responsibilities of governors and associate members
- To give background material on the Federation
- To allow new governors and associate members to ask questions about their role and/or the Federation
- To explain the Governing Board structure and how its committees work
- To allocate new governors and associate members to committee(s) that best matches their skills and experience

Candidates will receive:

- An email/letter from the Chair/Co-Chair of Governors welcoming their interest in becoming a federation governor/associate member and detailing the procedure by which governors/associate members will be selected. In relation to parent or staff governors contact will be made by the Executive Headteacher.
- A phone call from the Co-Chair of Governors for an initial discussion to clarify the role of governors and associate members in relation to the Federation special schools and to confirm availability to undertake the role of governor/ associate member.
- A skills audit form for completion.
- Following shortlisting, an invitation to meet with the Co-Chair of Governors and another governor to establish whether the applicant is suitable in terms of availability, commitment, skills and experience measured against the skills needed by the Governing Board.

New governors will receive upon appointment:

Information about Governance

- ❖ A letter of welcome to the Governing Board from the Co-Chair of Governors
- ❖ An allocation of a mentor
- ❖ A copy of the Induction Policy
- ❖ Information about what governors and associate members do – job profile
- ❖ Governors' and associate Members Code of Conduct and Practice
- ❖ Standing Orders/ Instruments
- ❖ Information about the Governing Board structure and its committees
- ❖ Declaration of interests form to be completed
- ❖ DBS to be completed contact made by the Federation HR Manager
- ❖ Meeting dates for Full Governing Board (FGB) and committee meetings
- ❖ Information about Training opportunities
- ❖ Governor visits policy
- ❖ Governor and associate member Allowances Policy
- ❖ Governor/associate members' email addresses

Information about the Federation and Bi-Borough Inclusion Service

- ❖ Information about the Federation and contacts
- ❖ Information about both schools
- ❖ An opportunity to visit both special schools and the Bi-Borough Inclusion Service when it is safe to do so under Covid 19 restrictions.
- ❖ Information about the BI-Borough Inclusion Service