**Governor Induction**

|  |  |
| --- | --- |
| **Have I …** | √ or X |
| Been welcomed to the governing body by the Chair? |  |
| Been invited by the Headteacher to visit the school? |  |
| Had the opportunity to tour the school and meet staff and children? |  |
| Received an informal briefing on the school from the Headteacher? |  |
| Had the opportunity to meet informally with an existing governor who will then act as their mentor? |  |
| Been accompanied to the first full governing body meeting by a *‘mentor’* (if required)? |  |
| Had the opportunity to review with their mentor, their first meeting? |  |
| **Have I received ….** |  |
| The Governors’ Handbook? |  |
| Guidelines for Governors? |  |
| Welcome to Governance (NGA publication from the Hackney Learning Trust)? |  |
| Instruments of government? |  |
| Governing body membership list - including committees & link governors? |  |
| Governing body annual schedule of business/planner? |  |
| Meeting dates for the forthcoming year? |  |
| Minutes of most recent governing body meeting? |  |
| Contact details for other governors? |  |
| Training for Governors brochure? |  |
| Governor Dashboard – Ofsted & FFT? |  |
| Prospectus? |  |
| School Development Plan? |  |
| Most recent school self-evaluation document? |  |
| Contact details for the school? |  |
| School calendar? |  |
| Recent school newsletter/s ? |  |
| Glossary of terms & acronyms? |  |
| **Have I read …..** |  |
| The school’s most recent Ofsted inspection report? |  |
| Policy documents related to committee membership? |  |
| School visits policy? |  |