

Bollington St. John's Church of England  
Primary School



*Where talent grows*

Head Teacher: Mrs M. Walker

Head of Teaching, Learning and Assessment: Mrs E. Watson

*"Whatever you do, work at it with all your heart, as working for the Lord"*

**Colossians 3:23**

# Governor Induction Pack

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## 1. Welcome

Welcome to Bollington St John's Church of England Primary School Governing Board and thank you for your support. School governors are one of the largest groups of volunteers in the UK - so you are in good company! We hope that you will enjoy your time at the school and be able to make a positive contribution.

This pack aims to explain the roles and responsibilities of being a Governor, how the Governing Board is structured in our school and how it carries out its duties.

Bollington St John's Church of England Primary is a Maintained Voluntary Aided School.

Prior to joining the governing board, all new governors are required to complete the following:

### **DBS Certificate and Section 128 Check**

Contact the school office to provide your details and document evidence as soon as possible.

### **Declaration of Pecuniary Interests**

All governors are required to declare any interests that may be linked to the school. Governors are required to complete the annual declaration of interest form and forward to the school administrator for filing.

### **Skills Audit**

To help the board to review the collective skills of all its governors, the NGA skills audit is completed annually and assessed by the training liaison governor. You will be provided with the annual form for completion. Although certain skills are naturally beneficial to the work of some committees, it is not necessary to have any specific skills or experience to be a governor. All we ask is that you are willing and able to

dedicate your time, and have a strong desire to assist the school, to offer the best educational experience for all our children.

### **PREVENT training**

Please follow this link below to complete the online Prevent training. Once completed, please save your certificate and forward a copy to the Clerk to Governors. <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

### **Safeguarding**

The governing board has responsibility for ensuring the school meets the legal requirements in terms of safeguarding.

Governors are required to complete the basic safeguarding training and read and acknowledge the Keeping Children Safeguarding Education Statutory Guidance 2020 (Part 1).

### **Code of Conduct**

Governors must abide by the Governor's Code of Conduct which is reviewed and agreed by the board annually. The Code of Conduct is based on the Nolan Principles for which details the behaviour and professional standards required for the board to carry out its work within the school/s and the community.

### **Governor Hub**

The board use an online governor platform, called Governor Hub to access and store documents relating to its governance and meetings.

Upon appointment, the Clerk will provide access to the system and you will receive an email from Governor Hub explaining how you can log in and create your own password.

The system is very user-friendly, and navigation is relatively self-explanatory. You will receive email notifications when new information is shared on the noticeboard.

Please contact the Clerk should you require any further support in using Governor Hub.

## 2. School Information

The school website <http://www.bollingtonstjohns.co.uk/> is a good starting point help all new governors become familiar with the values and ethos of Bollington St John's Church of England School.

Here you will find numerous documents to help you get to know the school, including:

- School Prospectus
- Latest Ofsted Report
- School Newsletters
- Staffing Structure
- Governor details

## 3. Being a Governor

A school Governing Board has a strategic role in the development of the school but do not become involved in the day-to-day management issues; the Head Teacher is responsible for all operational matters.

*The purpose of governance is to provide confident and strong strategic leadership which leads to robust accountability, oversight and assurance for educational and financial performance.*

*All governance boards, no matter what type of school or how many schools they govern, have three core functions:*

- *Ensuring clarity of vision, ethos and strategic direction;*
- *Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and*
- *Overseeing the financial performance of the organisation and making sure its money is well spent.*

The Department for Education (DfE) provides extensive guidance on the role of the governor and governance matters in its [Governance Handbook](#) which serves an excellent go-to reference document.

The DfE also produces a [Competency Framework for Governance](#) that sets out the competencies needed for effective governance. It is non-statutory guidance and should be read alongside the Governance Handbook.

- **Confidentiality**

Governing Board meetings are not open to the public. Governors are required to observe confidentiality regarding proceedings of the governing board in meetings and in regard to their visits to school.

## 4. Governor Training

The Governance Handbook states the Department for Education (DfE) understands that:

*‘High quality induction and continuing professional development is vital to equip governors with the skills they need...’*

As a new governor at Bollington St John’s Church of England school you will have various sources of training available to you, including:

- **Local Authority Governor Training**

Cheshire East induction courses for new governors. Training courses provided by the Diocese.

The Cheshire East termly Directors’ Report and regular School Bulletins also provide valuable information for governors:

[http://www.cheshireeast.gov.uk/schools/school\\_governors.aspx](http://www.cheshireeast.gov.uk/schools/school_governors.aspx)

- **National Governors Association (NGA) Guidance**

Governors have access to the National Governors Association (NGA) GOLD Line advice service. The Clerk to Governors / School Administrator will arrange registration with the NGA.

The NGA also provides a ‘Welcome to Governance’ booklet which new governors may find useful – a copy is available in School.

- **Modern Governor**

Modern Governor has a range of online courses for governors. These are designed to be easy to follow, and suitable for all types of governor. They aim to help governors develop both practical skills and knowledge.

- **The Key**

Governors also have access to the The Key for School Governors. The School Administrator will provide access to The Key.

The Key is a valuable resource providing information on the key and up to date developments in governance.

## 5. Governing board structure & meetings

The Governing Board of Bollington St John’s Primary School was re-constituted in February 2017.

The Governing Board Instrument of Government confirms the size and constitution of the board.



Bollington St Johns  
Instrument of Govern

The Full Governing Board meets once every term. There are also four committees of the board, each committee is linked to the key areas of the Ofsted Framework and consider different aspects of the school in detail. These are:

- C1 Quality of Education
- C2 Behaviour and Attitudes
- C3 Personal Development
- C4 Leadership and Management

Each committee meets once every term and reports to the full board.

Governors are assigned to committee/s based on their skills, experience and interest.

## 6. Governor Monitoring Visits

In addition to attending meetings, we actively encourage our governors to visit the school as part of their monitoring role, to observe practice, meet with staff and familiarise themselves with the school.

Governors are welcome, by invitation and prior arrangement with the Head Teacher, to attend school performances, events and some staff training. Governors are assigned to the statutory link governor roles and all governors are encouraged to be linked with at least one aspect of school life. This gives governors an opportunity to build a relationship with staff and to champion this area at meetings.

However, we do recognise that not all governors can visit school during the day due to work commitments.

Visits to the school can help governors support and build positive relationships with staff and also improve both their own knowledge and development.

## Appendix A:

New governors will:

- Be welcomed to the Governing Board by the Chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head Teacher
- Have the opportunity to meet informally with an existing governor who will then act as their named mentor
- Be allocated a 'mentor' who will provide initial contact and support through the initial period of becoming a governor, through their first full Governing Board meeting and further as required
- Have the opportunity to review their first meeting with the mentor

New governors will receive the following information:

- The most recent minutes of all Full Governing and Committee meetings
- The latest Head Teacher's Report to the Governing Board
- School Prospectus
- Guide to the Law for Governors  
<http://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Government-advice-and-guidance/Governors-Guide-to-the-Law.aspx>
- The Governance Handbook
- Current Governor publications
- Mentor Governor contact information
- Useful website information
- Governing Board aims for the upcoming year
- Current School Newsletter
- Staff list
- Governor visit to school policy and form
- Code of Conduct
- School Contact information
- Skills audit
- Calendar of school events

A copy of the Governing Board Structure:

- Details of the Governing Body committees including their terms of reference  
Committee Details
- List of delegated / linked roles of all Governors and their responsibilities
- Dates for GB meetings including committee meetings for the rest of the year

New governors are also recommended to read:

- The School Improvement Plan

- The latest Ofsted report and action plan
- Policy documents relevant to committee membership
- The monitoring performance and evaluation policy

The Headteacher will provide the introduction to the school, including:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and Governing Body

The Safeguarding/Child Protection Governor will ensure that...

- The new Governor is processed for a DBS check
- The new Governor completes the online Prevent Training and Basic Awareness Training for Safeguarding Children
- GIAS (DfE database); Get Information About Schools

Areas that the mentor will cover include:

- An overview of the governor's role
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Governor training
- Day to Day and Week to Week needs/wants

Areas that a new governor must commit to:

- New Governor Induction Training
- Basic safeguarding training
- Prevent training
- Declaration of pecuniary interests
- Read and acknowledge the Keeping Children Safeguarding Education Statutory Guidance 2018 (part 1)
- A commitment to undertake on-going training relevant to their role
- Regular attendance at meetings