

NEW GOVERNOR



DATE OF REVIEW: Summer 2024

DATE OF NEXT REVIEW: Summer 2026

TO BE REVIEWED BY: Governing Board

On appointment Clerk to advise Devon Governor Services and arrange for a welcome pack to be sent to the new Governor. The Clerk will provide the Governor with details of how to access the Induction Folder, details of secure email and google drive and provide a copy of this policy. Welcome letter should advise Governor of the importance of reading everything that is sent to them. Details of forthcoming New Governor training will be sent out by Devon Governor Services and the Governor should be encouraged to attend this as soon as possible.

A Disclosure and Barring Check will be undertaken within 21 days of the appointment of a new Governor. A Section 128 search will also be made to check for anyone who is barred from taking part in the management of a maintained school.

The Clerk to Governors will add Governors' details and pecuniary interests to the Governors' page on the website as well as add details to the Governance section of the "Get Information about Schools" area of the GOV.UK website. The Governor will be asked to complete a Consent Form to allow sharing of their details.

Prior to the first full Governing Body meeting to be attend by the new Governor :

A mentor should be appointed and should contact the new Governor.

- The mentor to arrange a meeting, in school if appropriate and arrange an introduction to the Headteacher and the Chair of Governors where necessary.
- The mentor to contact the new Governor after circulation of the first Agenda to ensure that they understand the contents.

At the first full Governing Body meeting:

- Chairman to welcome the new Governor and ensure that Governors introduce themselves.
- New Governor to be appointed to a committee. Chairman of the committee to talk to the new Governor following the Full Governing Body meeting, or contact them prior to the next committee meeting.

Following the first full Governing Body meeting:

- Mentor to contact new Governor to ensure there are no problems and ascertain whether any further help is needed.
- New Governor to feel able to approach Mentor as and when necessary.