



# **Limpsfield Junior School New Governor Appointment/Induction Procedures**

The purpose of these procedures is to ensure that any new member joining the Limpsfield Junior School Governing Body has a good understanding of the school, the role of a governor and the commitment required. It also supports the governing body in appointing members who have the necessary skills and expertise to support and challenge the school.

## **Appointing New Members**

The search for a new governor should start with an assessment of the strengths and skills of the existing members. This is to ensure that the governing body is pro-active in trying to appoint governors who have strengths and skills that will complement existing members or fill identified gaps. These strengths and skills should also reflect the development needs and priorities of the school.

New governors should be appointed in line with the Limpsfield Junior School instrument of government and the constitution of the governing body.

When appointing a parent governor, the School Governance Regulations 2012 make it clear that every parent of a child at the school is eligible to both stand in an election and vote in an election, taking in to account legal disqualifications. At Limpsfield, any parent governor vacancy will be shared with all parents. If more parents show an interest than places available, then a voting process will occur in line with guidance from the National Governors Association and Learn Sheffield Governance Support. Where the number of candidates does not exceed the number of places available then the governing body will decide upon the suitability of the candidate to join. It is not a legal requirement to have a child attending Limpsfield Junior School but a parent governor must have a child of legal school age.

A co-opted governor is appointed directly by the governing body. When looking to appoint a co-opted governor the governing body will seek support from Learn Sheffield Governance Support as well as utilising organisations such as Inspiring Governance and the National Governors Association. Local knowledge will also be used. To ensure that governors are provided with as much information as possible, a prospective governor will follow a recruitment process. This will involve:

- The governing body ensuring that it has a clear understanding of the desired skills required.
- A face to face meeting with the Headteacher and/or Chair of Governors
- Attendance by the prospective governor at a full governing body meeting
- A written statement by the prospective governor that is shared with all members of the governing body
- A suitable reference for the prospective governor from a verified and reputable source
- An online vote from serving governors

Throughout this process it is also important to ensure that the prospective governor has a full understanding of the commitment required to being an effective school governor including training, meetings and school visits

## Induction Process

After a new governor is appointed to the governing body it is important that there is an effective induction process. All new governors will receive an induction pack that contains the following documents:

- An overview of the role of a school governor
- Meeting expectations
- The school Vision Statement
- Statistical information about the school
- Structure of the governing body
- List of school staff and responsibilities
- Governors Code of Conduct
- Information on Governor visits
- The last Headteacher's Report
- List of current governors and contact details
- Link to DfE governance handbook
- Link to OFSTED report
- <https://governorsforschools.org.uk/elearning/>

The headteacher and chair of governors will be available to support new governors however they will also be assigned an experienced member of the governing body, as a mentor, to liaise with directly for information and support as required. The induction of a new governor is an ongoing process that will be led by the needs of the governor and the school. The following procedures will support this process:

- If it hasn't occurred already, a meeting with the Headteacher and/or Chair of Governors
- Attendance at a full governing body meeting
- Completion of statutory documents and check including DBS/Barred list, pecuniary interests form and governor code of conduct
- Identification of training needs including, including initial governor training
- Identification of suitable committee membership
- Tour of school

## COVID-19 Amendment

The governing body of Limpsfield Junior School recognise that during the COVID-19 pandemic adjusted will need to be made when appointing and inducting a new governor. At all times the governing body will follow regional and local advice when conducting its business. Video conferencing will be used to support the induction of new governors and some elements of the induction process may be delayed until it is deemed safe for them to occur.

Safeguarding will continue to be prominent when appointing a new governor and DfE advice and statutory guidance will be followed at all times.

