

Suggested contents of an induction pack

- a list giving the name, postal and e-mail addresses, telephone and fax numbers, category of governorship, term of office and committee membership of all governors;
- name and contact details of the clerk;
- list of committees, including terms of reference and membership;
- calendar of governing body and committee meetings and school events – to include holidays, occasional days, INSET days etc;
- staffing structure;
- School Development/Improvement Plan;
- summary of the last Ofsted report (if the inspection was within the last 18 months);
- governing body's visits policy;
- policy and procedure for claiming governor expenses;
- list of statutory and non-statutory policies adopted by the governing body, and where they can be referred to (the DfE provides a list of statutory policies and documents required by the governing body – see: <https://www.gov.uk/government/publications/statutory-policies-for-schools>);
- a copy of the Instrument of Government for your school - this sets out the composition of your governing body;
- minutes of the last full governing body meeting;
- minutes of the last meeting of each committee;
- the headteacher's most recent report to the governing body;
- plan of the school;
- a copy of the governing body's code of conduct or protocols;
- any handbook or notes produced for governors by the school;
- new governors are made aware of the Scheme for Financing Schools <http://www.centralbedfordshire.gov.uk/schools-portal/school-management/Finance/financial-regulations.aspx> and this should be included in the welcome letter
- The link to the current copy of the 'Governors' Handbook' - <https://www.gov.uk/government/publications/governors-handbook--3>