

Induction Checklist

Cononley Primary School

Induction Governor – Catherine Pickles Category of Governor: Headteacher

Name of Governor to be inducted:

Term of Office:

Task	Allocated to	Completed/Provided
DBS check	HT	
Register of Interests*	Clerk	
DFE Governance Handbook*	Clerk	
School Information Pack*	Clerk/HT	
NYCC CYPS.info "Induction page"	Clerk	
Instrument of Government	Clerk	
List of Governors	Clerk	
Agenda and minutes for previous meetings of Governing Body*	Clerk	
Timetable of meetings for FGB and Committees*	Clerk	
Code of Conduct and Standing Orders*	Clerk	
School Website inc. Prospectus	Clerk	
OfSTED Report and subsequent action plan*.	HT	
Diocesan Inspection Report (if applicable)	HT	
School Improvement Plan	Clerk	
The SEF or Governors Action Plan.	Headteacher	
Information about performance standards in school.	Headteacher	
Welcome Letter*	Chair of Governors	
Visit to the School and welcome meeting with Chair and Headteacher*	Induction Governor to co-ordinate	
Organisation of training	Induction Governor	
Role of Governing Body, committee meeting protocols and familiarisation presentation.	Induction Governor in conjunction with Clerk	
Introductions at 1 st meeting of Governing Body	Chair and Induction Governor	
Post induction interview	Induction Governor	

Note: To provide the new governor with all the above at once may be a daunting experience for him/her. The Induction Governor may wish to consider staggering the provision of the information over a short period of time. The items marked * are, however, considered essential to be provided at the beginning.