



## NEW GOVERNOR MENTORING POLICY

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**Reviewed:** *Autumn 2012*

**Review Schedule:** *3-years*

**Next review Date:** *Autumn 2015*

**Responsibility:** *Learning & Teaching Committee*

<b>Compiled by:</b> Clerk/Principal	<b>Revision No:</b>
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## **MENTORING POLICY FOR NEW GOVERNORS**

### **1.0 Introduction**

The thorough and well-planned induction of a new Governor to the school's Governing Body will ensure that the Governor is equipped, prepared and supported to ensure that they fully contribute from an early stage in the work of the Governing Body.

The Local Authority, the School, the Governing Body and individual Governors all have a part to play in ensuring a successful induction.

New Governors need to be informed:

- what the job is about and how to fulfil the role;
- how much time will be needed and what level of commitment is required
- what advice, guidance and support will be available to them
- how lines of communication work
- the process for receiving information about developments within the school.
- What the jargon/acronym means.

A meeting with the Chairperson and/or Mentor and Principal provides an excellent opportunity to brief the new Governor on these items, as well as current issues affecting the school.

A relaxed and informal meeting should provide the new Governor with an opportunity to ask those simple, but very important questions that are necessary when taking on any new or unfamiliar role.

### **2.0 The first Month**

In the first month of their appointment, it is recommended that Governors be offered the following support and information:

ACTION	RESPONSIBILITY
Appoint a mentor	Chair of Governors
Arrange a date for a meeting with the Principal, Chair and Mentor	Chair/Principal/Mentor
Arrange a date for a visit to the school. This may be combined with the meeting above)	Chair/Principal/Mentor
Provide Clerk with details of which Committees new appointee is to sit on	Chair/Principal
Provide documents as follows- <ul style="list-style-type: none"><li>• list of meetings dates already arranged</li><li>• Annual Report to Parents</li><li>• copies of previous agenda/minutes</li><li>• LEA Induction Booklet</li><li>• School Prospectus.</li><li>• School Development Plan</li></ul>	Clerk to provide at initial meeting

### 3.0 **The first three months**

It is recommended that the Principal, Chair and /or Mentor should arrange for the new Governor to visit and tour the school. This will be an opportunity for the new Governor to become familiar with the school and meet some of the staff.

ACTION	RESPONSIBILITY
Second meeting with the Principal/Chair/Mentor.	Principal/Chair/Mentor
Visit for tour around the school.	Principal/Chair/Mentor
Provide details of the School establishment (staffing, class organisation) and membership of the Governing Body.	Principal/Clerk
Given a site plan of the school.	Principal
Given details of policy documents in operation, including the aims of the school.	Principal
Informed on how to have items included on the agenda for meetings of the Governing Body and its Committees.	Chair/Mentor/Clerk
Opportunity to participate in Induction Training.	Clerk
Given the opportunity to visit and participate in at least one Committee or Working Group of the Governing Body.	Governing Body

### 4.0 **Expectations.**

Governors are expected to –

- provide full contact details to the clerk to ensure that they can be contacted in the case of changes to meeting arrangements.
- take an active part in initiatives/meetings.
- build a relationship with, and engage with their mentor and be prepared to discuss any issues which are not fully clear.