



New Governor Mentoring Policy

Review Schedule: *3-years*

Next review Date: *Autumn 2018*

Responsibility: *Full Board*

Compiled by:	Revision No:
Approved by SLT: <i>Kevin Bawn</i> Committee Chair: <i>Simon Sanger-Anderson</i>	Revision Date: December 2015

Clyst Vale Community College

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 motivated to play a full role in the work of the Governing Body.

The LA, the College, the Governing Body and individual Governors all have a part to play in ensuring a successful induction of a new Governor.

New Governors will want to know:

- what the job is about;
- what will be required of them to fulfill the role;
- how much time will it take;
- what help will be available;
- how to get to know what is going on in the school.

A meeting with the Chairperson, Principal and Mentor provides an excellent opportunity to brief the new Governor on their role, 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
Arrange a date for a meeting with the Principal and/or Chair and Mentor, and a date for a visit to the school.	Chair/Principal/Mentor
Give details of Board and Committee meeting dates already arranged.	Clerk

ACTION	RESPONSIBILITY
Given a copy of the last minutes of the last meeting.	Clerk
Be provided with an overview of what goes on at each committee meeting, e.g. names of Chair/Vice, remit of Committees, etc.	Clerk
Highlight the link to the School Prospectus.	Clerk
Given a copy of the latest Annual Report to Parents and answer questions arising.	Principal
Given a copy of the School Improvement Plan and an opportunity to answer questions resulting from that.	Principal
Be provided with information on training courses available and how to book a place.	Clerk
Given the opportunity to visit and participate in at least one Committee or Working Group of the Governing Body prior to formal appointment.	Clerk

3.0 The first three months

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

ACTION	RESPONSIBILITY
Meeting with the Principal/Chair/Mentor.	Principal/Chair/Mentor
Escorted tour around the school.	Principal/Chair/Mentor
Given details of the school establishment (staffing, class organisation)	Principal
Details of the Membership of the Governing Body.	Clerk
Given a plan of the school.	Clerk
Provided with information on how to find details of policy documents in operation, including the aims of the school.	Clerk
Informed 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