



Tudhoe Learning Trust

Governor Induction Policy

September 2025

WELCOME TO THE GOVERNING BODY!

The Directors of Tudhoe Learning Trust believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

Purpose of Induction:

- To welcome new governors to the Governing Body and enable them to meet other members
- To understand how the school is an academy and how the Trust is organised
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos further
- To meet the Head Teacher, staff and children
- To explain the partnership between the Head Teacher, school and Governing Body
- To explain the role and responsibilities of governors
- To give background material on the school and current issues
- To allow new governors to ask questions about their role and/or the school
- To explain how the Governing Body and its committees work
- To allow new governors to join the committee(s) of their choice

New governors will:

- Be welcomed to the Governing Body by the Chair
- Be invited by the Head Teacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Head Teacher and/or Chair
- Be asked to complete a DBS check and declaration
- Attend their first meeting of the full Governing Body
- Have the opportunity to review their first meeting with the Head Teacher

New governors will receive:

- The Governance Handbook link [Academy trust governance guide - Guidance - GOV.UK](#)
- The school's "Induction Pack for School Governors"
- The School Development Plan
- Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committee meetings
- Details of how to contact the other governors
- A log in to Governor Hub/NGA/National College
- Details of how to contact the school including the e-mail address
- Recent school newsletters

New governors are also recommended to read:

- The latest Ofsted report
- The school prospectus
- Policy documents relevant to committee membership
- The latest School Profile
- The Governor Monitoring Visits Policy

Areas that the Chair of Governors/mentor will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school
- Child Protection arrangements at the school and the governor's role in safeguarding
- The relationship between the Head Teacher and Governing Body
- An overview of the governor's role (including a mention of confidentiality and acronyms!)
- How the full Governing Body and committee meetings are conducted
- How to propose agenda items
- Governor/Safeguarding training
- Code of Conduct

New Governor Checklist

Induction Procedure	Governor: sign and date once complete
Welcomed to the Governing Body by the Chair (first Gov meeting)	
Invited by the Head Teacher/Chair of Governors to visit the school	
Toured the school and met staff and children	
Completed identification process for DBS check	
Read and signed the Code of Conduct	
Have you received?	
Current DfE Governance Handbook	
Staffing Structure & a school map	
The School Development Plan	
A Governor Hub log in	
NGA log in	
National College log in	
Minutes of the last full Governing Body meeting and details of the Governing Body committees including their terms of reference	
Dates for future governors' meetings including committees	
Details of how to contact the other governors	
Details of how to contact the school (including the e-mail addresses)	
Recent School newsletters	
Latest Ofsted report	
Details of how to find information about the school including the website and safeguarding information	
Current TLT structure	
TLT Scheme of Delegation & Strategic Plan	
Meeting to be held with the Chair/Vice of Governors to cover:	
Introduction to the Headteacher	
Background to the school/trust	
Overview of the governor's role and expectations	
Confidentiality including Data Protection overview and responsibilities	
Relationship between the Headteacher and Governing Body	
How committee meetings and Governing Body meetings are conducted	
Governor conduct during visits	
Information on how to access school policies	
A review of the skills audit	
Meeting to be held with the Headteacher to cover:	
School staff and their responsibilities	
Tour of the school, including the school staff	
Current issues facing the school	
Overview of the school community including number of pupils on roll and breakdown the pupil premium eligibility, SEN and LAC as a percentage of total number on roll	
Child Protection arrangements (including who the child protection designated person is in the school) and the governor's role	
Completion of Business Interests Form	

Additional actions to be taken by new Governor:	
Check that any log in details are active	
Discuss training opportunities with the Head Teacher and Chair of Governors	
Read key policies • Safeguarding • Data Protection •	
Training - Governor Safeguarding	
Read KCSIE 2025	

Name:

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of Governor and to the HR Department (office@tudhoelearningtrust.co.uk).