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## **MALDEN OAKS MANAGEMENT COMMITTEE**

### **DRAFT INDUCTION POLICY FOR NEW MEMBERS**

#### **AIM**

In order to help new Members to feel able to take an active part within the Management Committee, new Members need to have a comprehensive induction to their new role.

The objectives of the induction are to:

- welcome new Members to the team
- help them to get to know the school
- make clear their role and responsibilities
- enable them to contribute fully to the work of the Management Committee.

#### **ACTION**

In order to achieve our aims, the Management Committee will ensure that the following steps are taken.

1. The Chair of the Management Committee will send a letter welcoming the new Member to the team and offering him/her the opportunity to meet before the first formal Management Committee meeting.
2. The Headteacher will invite the new Member to visit the school for an informal briefing on the school, for a tour, and to meet the key staff.
3. The new Member is invited to join a relevant committee or committees. (If they wish, they can be given the opportunity to attend and observe committee meetings before making a decision about which committees they might best bring their skills and experience to.)
4. An experienced Member is appointed to take responsibility for inducting every new Member, and to act as a mentor.

## INDUCTION PACK

5. The Clerk will give new Members an Induction Pack containing relevant information, including:

### Members' Information

- The Instrument of Government
- Contact details for all Management Committee Members
- A list of the committees and their terms of reference
- Dates of meetings for the year
- A Link to "The Governors' Handbook"
- Eligibility form to be a Governor – for signature
- Business Interests Form for completion
- Minutes of last Management Committee meeting
- Expenses policy and claim form
- Code of Conduct for Members – for signature
- Skills audit form for completion
- CPD Schedule of training opportunities, including details of the next New Governor Induction course.

### School Information

- Link to school website (and Ofsted report, staff list, newsletter etc)
- Latest Headteacher's Report
- School Development Plan
- Latest School Improvement Partners' Report

## MONITORING AND EVALUATION

Once the individual has settled in, this programme will be evaluated by the Clerk, who will seek feedback as to their experience of induction, and whether the process could be improved.

January 2016

Policy Approved: .....2016