MALDEN OAKS MANAGEMENT COMMITTEE

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 Clerk will ensure that the new Member liaises with the Business Manager in terms of providing documents for the Disclosure and Barring checks.

3. 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.

4. 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.)

5. An experienced Member is appointed to take responsibility for inducting every new Member, and to act as a mentor.
6. New Members will attend the Local Authority induction course, details of which will be provided by the Clerk.

INDUCTION PACK

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

Members’ Information
- The Role of A Member of the Management Committee
- Contact details for all Management Committee Members
- The Instrument of Government
- Sub-committee membership
- Link Member and Subject Pairings List
- Dates of meetings for the year
- A Link to “The Governors’ Handbook”
- Standing Orders and Committees’ terms of reference
- Eligibility form to be a Governor – for signature and return to Clerk
- Business Interests Form - for signature and return to Clerk
- Acceptable Use Policy – for signature and return to Clerk
- Code of Conduct for Members – for signature and return to Clerk
- Skills audit form - for completion and return to Clerk
- Link to school website

Once new Members have settled in, they will be directed to the direction of the following supplementary information:

- Expenses policy with claim form
- Policy on Members’ Visits to School
- Link to “The School Bus” online resource
- Strategic Framework (2018-21)
- List of school senior leadership roles
- CPD Schedule of training opportunities, including details of the next New Governor Induction course.
- School Development Plan

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.

Policy Approved: 21 January 2016
Date of next review: September 2019