

WEETWOOD PRIMARY

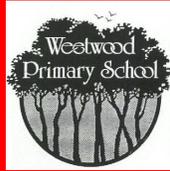
GOVERNOR INDUCTION PACK

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Version: v03.00

WELCOME



Dear Governor,

Congratulations on your appointment. We are so pleased to welcome you on to our Governing Body and to be a part of our school community.

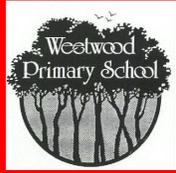
At Weetwood Primary School we are very fortunate to have a small dedicated team of governors who are skilled in their role offering support and challenge to the school. We believe that effective school governance is critical to a good school and we do all we can to promote and develop our governors through our work across the school. There is plenty of training available to support you in your new role, and we do encourage you to be curious and ask questions!

Today's world presents all sorts of challenges. School staff and the Governing Body remain committed to raising our already high standards and help our children gain the necessary skills to become happy and fulfilled adults.

Debs Chaddock

Deborah Chaddock
Chair of Governing Body

PURPOSE OF THIS PACK



The Governing Body and headteacher believe it is essential that all new governors receive an induction pack covering a broad range of relevant topics. There is a commitment to ensure that 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.

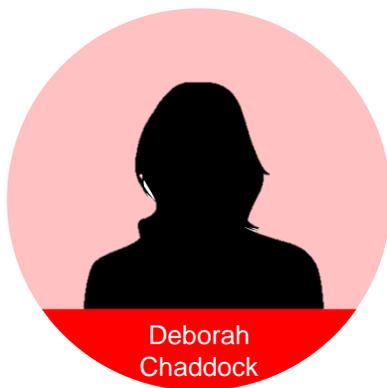
We've put together this pack to:

- Welcome new governors to the governing body and enable them to meet other governors and members
- Set out the roles and responsibilities of governors
- Provide training and supporting material to help induct new governors

Please ask any questions you have, and don't be afraid to volunteer for any roles or responsibilities that need taking on.

Welcome on board!

WEETWOOD GOVERNING BODY



Deborah
Chaddock

CHAIR

Current Term:

01/07/2019 – 30/06/2023
Governor since January 2014

Governor Responsibilities:

Performance Management
HR Matters

Registered Interests:

None



Anna Ellison

**STAFF (ACTING
HEADTEACHER)**

Current Term:

01/12/2019 – 30/11/2023
Governor since July 2015

Governor Responsibilities:

N/A

Registered Interests:

None



Sara
Westlake

**OBSERVER (ACTING
DEPUTY HEADTEACHER)**

Current Term:

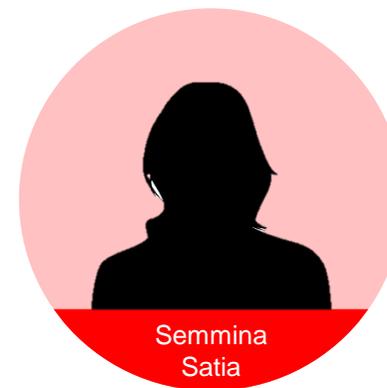
N/A

Governor Responsibilities:

N/A

Registered Interests:

None



Semmina
Satia

PARENT, VICE CHAIR

Current Term:

13/12/2018 – 12/12/2022
Governor since December 2018

Governor Responsibilities:

Chair of Development Committee
Safeguarding
SEND
Pupil Premium
Performance Management

Registered Interests:

None

WEETWOOD GOVERNING BODY CONTINUED



Kirsty Cook

CO-OPTED

Current Term:

23/09/2021 – 22/09/2025

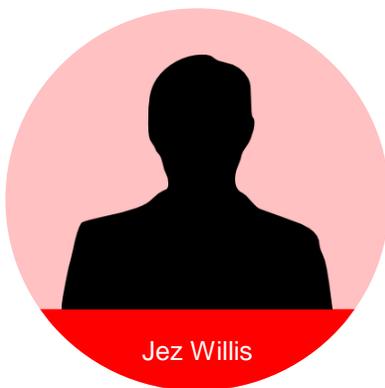
Governor since September 2021

Governor Responsibilities:

None

Registered Interests:

None



Jez Willis

CO-OPTED

Current Term:

30/06/2016 – 30/06/2024

Governor since March 2008

Governor Responsibilities:

Performance Management

Registered Interests:

None



Ed Langham

CO-OPTED

Current Term:

15/11/2018 – 14/11/2022

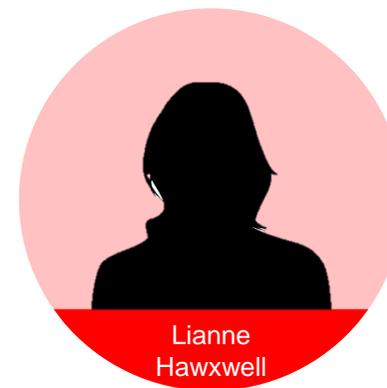
Governor since November 2018

Governor Responsibilities:

Chair of Resources Committee
Financial & Budget Review

Registered Interests:

None



Lianne
Hawxwell

CO-OPTED

Current Term:

12/11/2020 – 11/11/2023

Governor since November 2020

Governor Responsibilities:

Safeguarding
Wellbeing

Registered Interests:

None

WEETWOOD GOVERNING BODY CONTINUED



Shayne
Nieman

CO-OPTED

Current Term:

01/07/2019 – 30/06/2023

Governor since January 2013

Governor Responsibilities:

None

Registered Interests:

None



Jamie Ham

CO-OPTED

Current Term:

25/03/2021 – 24/03/2025

Governor since July 2018

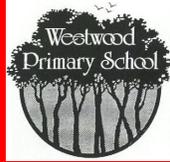
Governor Responsibilities:

None

Registered Interests:

None

GOVERNOR RESPONSIBILITIES

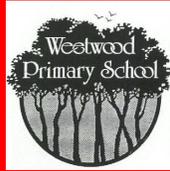


A school Governing Body has a strategic role in the development of the school but does not become involved in day to day management issues – that is the role of the Head Teacher.

As governors, we are there to:

- **Provide a strategic view:** Help to set and maintain the broad framework within which the Head Teacher and the staff should run the school.
- **Act as a critical friend:** Provide the Head Teacher with support and offer advice and information but also to provide some challenge. The Governing Body is there to monitor and evaluate the school's effectiveness and governors should therefore be prepared to ask challenging questions.
- **Ensure accountability:** The Head Teacher and staff report to the Governing Body on the school's performance. In turn the Governing Body is accountable to all stakeholders on the school's overall performance.

GOVERNOR RESPONSIBILITIES CONTINUED



Meeting and Committees

The meetings for FGB and the committees are generally about once a month, on Thursdays at 6pm, in the school staff room. All governors are expected to attend all meetings including the committees, as this helps us to make best use of the time in meetings. However, if you are unable to attend any meeting, please send your apologies in advance to the chair and Headteacher.

Roles and Responsibilities

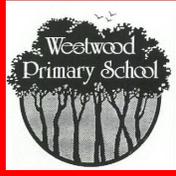
There are specific roles and responsibilities for governors, for example, one person will have responsibility for SEND (Special Educational Needs and Disabilities), and another might be responsible for EYFS (Early Years Foundation Stage). There are several different roles, depending on the priorities that we need to monitor. If you have an interest in a particular area, please speak to the governor who currently covers it. If no-one currently fills that role, please do put yourself forwards.

Prior Reading

Papers are sent out at least a week before the meeting. Governors are expected to read them and prepare questions beforehand, so we can make the most of discussion time in the meeting. It's always worth asking or checking something even if you think the answer must be obvious, for example, checking if low attendance is due to illness. We can minute this in meetings and show that we are questioning data.

Reports and information will be emailed from the Head Teacher. The meeting agenda will be available on Leeds for Learning, for which a link will be emailed to you from 'Leeds for Learning'.

GOVERNOR RESPONSIBILITIES CONTINUED



School Involvement

As we're sure you have already been told, it is important for governors to be involved in the school, and we are often invited to various events, activities and meetings. Some are to support and celebrate the achievements of our pupils (e.g. Share Our Learning mornings, Shakespeare Schools Festival), and some are more relevant to the management and leadership of the school (Learning Walks, partnership meetings). Governors are expected to attend any that they are able to – but by no means all of them!

Conduct

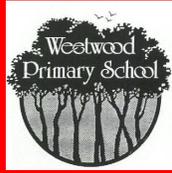
Being a school governor is a voluntary role, but one with a lot of responsibility. As such there is a code of conduct to adhere to, which is included in the supporting information for you. It should all be common sense, such as maintaining confidentiality, being committed to the role, etc. In addition, you can find the 7 principles of public life on the next page.

Confidentiality

All discussions in Governing Body meetings are confidential. Only once the minutes are approved is the content of those minutes available to the public.

GOVERNOR RESPONSIBILITIES

7 PRINCIPLES OF PUBLIC LIFE



1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

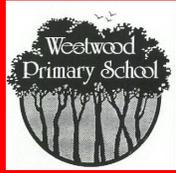
6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

CHECKLIST FOR NEW GOVERNORS



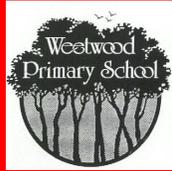
Introduction

Action	Completed	Notes
Welcomed to governing body		
Meet with the headteacher/chair of governors for an introductory meeting and tour of the school		
Allocated a mentor/buddy		

Training

Action	Completed	Notes
Book Induction Training: Leeds for Learning		
Sign up for The Key for School Governors: http://bit.ly/2N4Xmue		
Complete the recommended reading		

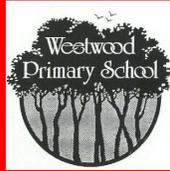
CHECKLIST FOR NEW GOVERNORS CONTINUED



Paperwork

Action	Completed	Notes
Complete DBS check (liaise with the school office)		
Complete and sign the declaration of interests form, eligibility declaration and the governor code of conduct and return them to the Headteacher		
Complete a skills audit (liaise with the governor with responsibility for training), and identify any training needs		
Read the Governance Handbook and Competency Framework from the Department for Education		
Read the schools latest Ofsted report		
Familiarise yourself with the school's website		
Set up school email address		
Ensure you have access to the governor's google drive here (access request to be made to school)		

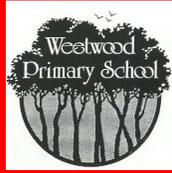
RECOMMENDED READING



Below is a list of recommended reading. Don't panic, it all doesn't need to be completed immediately but does provide some good insight into the school's performance and priorities. All documents are referenced in the supporting documents section.

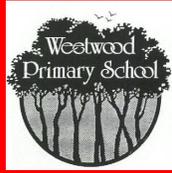
- The most recently approved minutes for the Full Governing Body (FGB), the Resources Committee, and the Development Committee. These can be accessed by logging into Leeds for Learning.
- The most recent Headteacher's Report
- The School Improvement Plan (SIP) - if you have joined early in the school year this may be the SIP for the previous year
- Most recent Financial Statement

SUPPORTING DOCUMENTS



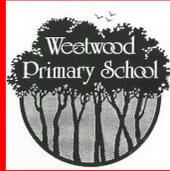
- Minutes: Development Committee ([Leeds for Learning](#))
- Minutes: Resource Committee ([Leeds for Learning](#))
- Minutes: Full Governing Body ([Leeds for Learning](#))
- Governor Responsibilities ([School Website](#))
- Weetwood SIP ([Google Drive](#))
- Headteachers Report ([Google Drive](#))
- Financial Statement ([Google Drive](#))
- Training and Events ([Leeds for Learning](#))
- Governor Induction Courses ([here](#))
- Leeds for Learning Guide for Governors ([here](#))
- Code of Conduct ([Google Drive](#))

USEFUL LINKS



-
- The Key for School Governors - <https://schoolgovernors.thekeysupport.com/>
 - Weetwood Primary School - <http://www.weetwoodschoo.co.uk/>
 - Leeds for Learning - <https://www.leedsforlearning.co.uk/>
 - Weetwood Primary Governor's Google Drive (access is through your school email address) - <https://drive.google.com/drive/folders/0AliFKa5IXwZBUk9PVA>

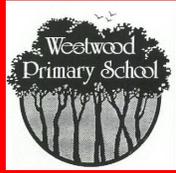
GOVERNOR TYPES



Below are a list of the different types of school governor;

- **Parent Governors:** Parents or carers elected by other parents or carers with children at the School or, if positions are uncontested, appointed by the governing body and provide a parental perspective on the governing body.
- **Staff Governors:** The Head Teacher and staff members elected by teaching and support staff.
- **Co-opted Governors:** Individuals chosen by governors from the local community who represent community interests.
- **LA Governors:** Appointed by the Local Authority who take regard of the skills and experience which schools require and appoint candidates who support the schools' ethos and mission.
- **Associate Members:** A discretionary category appointed by the governing body from individuals who may be able to make specific contributions, but who is not a governor and has no vote at Full Governing Body meetings but may have limited voting rights at committee level.

GLOSSARY



Acronym	Definition
CLA	Children Looked After
DHT	Deputy Head Teacher
EYFS	Early Years Foundation Stage
FGB	Full Governing Body
HKSP	Headingley and Kirkstall School's Partnership
HLTA	Higher Level Teaching Assistant
HT	Head Teacher
LA	Local Authority
OFSTED	Office for Standards in Education
SEF	Self Evaluation Form
SENCO	Special Education Needs Coordinator
SEND	Special Education Needs & Disability
SIP	School Improvement Plan
SLT	Senior Leadership Team
TA	Teaching Assistant
TLPS	Teaching, Learning, Pupil Support

These are a few commonly used acronyms. Please do ask if there is ever a term, abbreviation or acronym used that you don't understand.

