



**WALTHAMSTOW HALL**  
SEVENOAKS

## **GOVERNOR INDUCTION AND TRAINING POLICY**

### **Introduction**

Governors are often sought with a view to the expertise they can contribute to the smooth running of the School. This may be through professional qualifications, business experience or specialist knowledge with the aim to ensure that the School thrives in an increasingly competitive and scrutinized environment. Routine reviews of the Governor skill mix are conducted to ensure the School retains the right skills to ensure its continued success. Professional ability notwithstanding, Governors also need to be briefed on how to use their skills in the context of education in general and the School in particular.

### **General**

The Governing Body is supported by 5 functional sub-committees – Finance, Premises, Communications & Curriculum, Health & Safety and WOGA – and a planning and co-ordination body comprising the Chairmen of the functional committees. Governors are allocated to committees by the Chairman of Governors in accordance with their skills and where there is capacity.

### **Induction**

On appointment, the Clerk to the Governors will arrange an Enhanced DBS disclosure and until the process is completed the governor elect cannot take up the position.

In order to support a new Governor, an induction programme is to be prepared. It is envisaged that a new Governor will complete the induction process within the first six months of appointment. A suggested programme can be found in Appendix A.

A new Governor is to be briefed as follows:

- By the Chairman of Governors on the structure of the governing body, its committee structure, frequency of meetings and Governors' responsibilities and liabilities.
- By the Headmistress on the curriculum, teaching and relevant non-teaching staff, academic achievements, Safeguarding and Child Protection, School ethos and aims and given a conducted tour of the School.
- By the Bursar on the financial position, H&S requirements, the state of any large building projects in hand, the relevant non-teaching staff, the administration of the Governing Body and what training is available.

- The Bursar is to register new Governors as Directors of the incorporated body.
- It would be desirable for the new Governor to be able to spend a half day at each site within their first 6 months.
- New Governors are to be provided with an induction pack on appointment consisting of copies of the following:
  - Association of Governing Bodies of Independent Schools (AGBIS) Guidelines for Governors (2019).
  - Charities Commission 'The Essential Trustee; What you need to know' (CC3)(2018) and 'Conflicts of Interest; A guide for Charity Trustees' (CC29)(2017).
  - The previous year's report and accounts.
  - The current year's budget and financial performance to the last report date.
  - The minutes of the last Governing Body meeting.
  - The Governing Document being the Articles of Association.
  - Life of a Company (Parts 1 & 2) and Incorporation and Names (GPI) from Companies House.
  - Miscellaneous documents including:
    - Declaration for Fit and Proper Persons Form
    - Governor Job Description
    - School Development Plan
    - Most recent ISI inspection report
    - Whole School Policies
    - Guidelines for Governors
    - Code of Conduct for Governors
    - Conflict of Interest Policy and Declaration of Interests Form
    - Risk Register
    - Governor meeting dates
    - Staff List
    - Website access
    - School site map
    - Copy of Governance Insight magazine
  - The Bursar will arrange access to the School WiFi.

## **Training**

### **General**

It is desirable that new Governors be briefed on charity accounting, governance, charity law and the public benefit test.

### **Sources**

Relevant training, often free, is available from:

- AGBIS for governance in general and developments in charity law.
- Independent Schools' Bursars' Association, for general educational management matters.
- Schools Information Service, for personnel matters, particularly teaching staff.
- iHasco on-line training modules.

All Governors are to undertake the iHasco on-line training Modules for Safer Recruitment and Prevent Training.

### **Booking**

Courses are to be booked through the Clerk to the Governors: feedback is valuable to assess the relevance of courses and Governors are encouraged to give their opinions to the Clerk, post-course and report back to Governors at the next full board meeting

### **Records**

The Clerk to the Governors will maintain a record of training done by Governors. Details of relevant training undertaken in the course of Governors' work should also be passed to the Clerk to be added to the record.

## Finance

The Bursar holds a budget to cover the costs of training courses for Governors and associated travel and, where necessary, subsistence.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed June 2021  
Next Review June 2022

Signed: ..... Date: .....

Mrs J Adams  
Chairman of the Governing Body

Appendixes:

- A. Governor Induction Checklist
- B. Safeguarding Induction Procedures at Walthamstow Hall

**GOVERNOR INDUCTION CHECKLIST**

In order that a new Governor has the greatest possible knowledge of the School at the earliest opportunity, an induction programme has been prepared. It is envisaged that a new Governor will complete the induction within the first six months of appointment. The programme is very much a minimum, and it is hoped that Governors will take the opportunity to tailor extensions to take account of their particular skills or areas of interest

	<i>Date completed</i>	<i>Initial</i>
<b>MEETING WITH CHAIRMAN OF GOVERNORS</b>		
This meeting will include:		
review of the job description for a Governor		
initial discussions about committee membership		

**CLERK'S BUSINESS**

completion of DBS check documentation		
completion of personal details and necessary forms		
provision of the Governor Induction Pack		

**SCHOOL INDUCTION (part 1)**

This may be completed in one or more sessions and a personal programme will be arranged by the Head's PA to include:

Induction meeting with Head, to include:		
Vision and ethos of the school		
Importance of Safeguarding		
Safeguarding (Child Protection) Policy		
KCSIE – Keeping Children Safe in Education		
Prevent/Channel		
Role of the Designated Safeguarding Lead		
Meeting with Deputy Heads		
Meeting with the Junior School Management Team		
Head of Marketing		

**SCHOOL INDUCTION (Part 2)**

This may be completed in one or more sessions and a personal programme will be arranged by the Bursar to include:

Induction briefing by Bursar		
Meeting with the Finance Manager		
In depth tour of the School estate		
Meeting with the Estates Manager		

Governors are encouraged to take school meals, if possible during the induction period.

### **MEETING WITH CHAIRMAN OF GOVERNORS**

This second meeting is an opportunity for a new Governor to give some feedback to the Chairman of his / her experience over the induction period, and to confirm their appointment to appropriate Committees of the Board.

*At the completion of the induction programme, please return a copy of this form and the signed Induction Checklist to the Clerk to the Governors who will retain the record for compliance. The signed Child Protection Induction Form should be passed to the Clerk once completed.*



**Please sign and return to:** The Deputy Head, Mr Carl Hughes

## **CHILD PROTECTION INDUCTION PROCEDURES AT WALTHAMSTOW HALL**

I (*print name*) \_\_\_\_\_ have attended  
an

Induction session on Child Protection Procedures. As a result, I:

- (A)** Am familiar with the contents of the following documents:
  - (i) Safeguarding (Child Protection) Policy
  - (ii) Code of Conduct for Staff
  - (iii) Pupils on Confidentiality Issues
  - (iv) E-safety Policy for Staff and Students
  - (v) Taking Using & Storing Images of Children
  - (vi) Whistleblowing Policy
- (B)** Am aware of procedures for Child Protection at Walthamstow Hall.
- (C)** Know that the Headmistress, Miss S Ferro, is the Designated Safeguarding Lead (DSL) and Prevent/Channel Single Point of Contact (SPOC) and that I can discuss any concerns that I may have with her; alternately I could speak with one of the Deputy DSLs – Carl Hughes or Nicky Armitage. I understand that I should make a referral directly to children’s social care if there is a risk of immediate serious harm to a child.
- (D)** Know that further guidance is in the A-Z Staff Handbook that is available on the School’s intranet or from the Staff Secretary.
- (E)** Understand the responsibilities of staff in this area, and the issues that may arise.
- (F)** Have received and read a latest copy of the Department for Education statutory guidance ***Keeping Children Safe in Education***.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_