

## New Governor Induction Checklist

For chairs, clerks and new governors

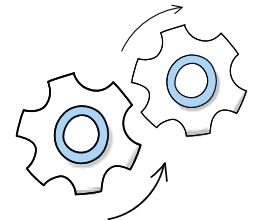
August 2024

### Chair's to do list



- Send welcome email to the new governor, introducing the Clerk
- Liaise with school office to arrange a school visit and introduction with the Chair and Headteacher
- Arrange for one of your experienced governors to mentor your new governor

### Clerk's to do list



- Set up the new governor on GovernorHub:  
[How do I add members to the board? | GovernorHub Help Centre](#)
- Invite the new governor to GovernorHub (Governing Board tab)
- Add the new governor to School's GovernorHub constitution with dates and roles
- Add committee membership and link governor roles once agreed
- Liaise with school office to:
- Initiate Disclosure and Barring Service (DBS) check
- Initiate Section 128 check
- Arrange update to the school website
- Arrange update to Get Information About Schools (GIAS)

### Contact us

For **governance** queries  
email: [governorservices@oxfordshire.gov.uk](mailto:governorservices@oxfordshire.gov.uk)  
Phone: 0330 0249 046  
For **clerking** queries  
email: [clerking.service@oxfordshire.gov.uk](mailto:clerking.service@oxfordshire.gov.uk)

## New Governor Induction Checklist

For chairs, clerks and new governors

August 2024

- 
- Send welcome email to new governor to include:

---

  - Link to GovernorHub explaining how the school uses it, how to log in and what information to update including: 
    - How to input their contact details (phone number) [Updating your Personal Profile on GovernorHub | GovernorHub Help Centre](#)
    - Declaration of interests form or instruction on how to complete on GovernorHub (with link to guidance doc) [How do I make declarations of interest and other confirmations? | GovernorHub Help Centre](#)
    - How to access meeting dates and documentation
    - Request to input diversity data (optional) [Collecting board diversity data | GovernorHub Help Centre](#)
  - How to access the school building (meeting venue) for meetings, where to park and any key codes needed
  - Attach key documents or links to them (Code of conduct, instrument of government, standing orders, terms of references for committees, latest Ofsted report), School Development/Improvement Plan, School Self Evaluation Form (SEF)
  - Links to key DfE guidance: Governance Guide, Keeping Children Safe in Education
  - Details of how to access and book training [OCC Governor Training booking link](#).
- 

- Within one month: 
  - Check that governor details are completed on GovernorHub
  - Check Declaration of Interests are completed
  - Check the Governor has confirmed they are not disqualified (on GovernorHub declarations)

### Contact us

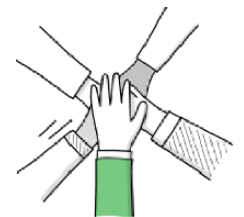
For **governance** queries  
email: [governorservices@oxfordshire.gov.uk](mailto:governorservices@oxfordshire.gov.uk)  
Phone: 0330 0249 046  
For **clerking** queries  
email: [clerking.service@oxfordshire.gov.uk](mailto:clerking.service@oxfordshire.gov.uk)

## New Governor Induction Checklist

For chairs, clerks and new governors

August 2024

- Ensure that DBS and S128 checks have been completed
- Ensure that the school website and GIAS (Get Information About Schools) have been updated.
- Check that the governor has completed level 2 Safeguarding training (statutory requirement)



## New governor's to do list

Log in to GovernorHub using the link sent and:



- Set your GovernorHub password
- Complete your contact details (minimum requirement is a phone number)  
[Updating your Personal Profile on GovernorHub | GovernorHub Help Centre](#)
- Complete your declaration of interests (see guidance [Business Interests Guidance](#))
- GovernorHub confirmations:
  - Safeguarding – Read and confirm you have read [Part 2 of Keeping Children Safe in Education](#)
  - Confirm your declaration of interests is correct
  - Agree to school's Code of Conduct
  - Confirm you are not disqualified from becoming a governor (see [guidance](#))
- Book Level 2 Safeguarding training course (statutory requirement)  
[OCC Governor Services training booking link](#)
- Book OCC Governor Services Induction Course (parts 1 and 2)

## Contact us

For **governance** queries  
email: [governorservices@oxfordshire.gov.uk](mailto:governorservices@oxfordshire.gov.uk)  
Phone: 0330 0249 046  
For **clerking** queries  
email: [clerking.service@oxfordshire.gov.uk](mailto:clerking.service@oxfordshire.gov.uk)