

New Governor Induction Checklist

For new governors, chairs and clerks

(Revised September 2022)



1. Chair's to do list:

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



2. Clerk's to do list:

- **Set up new Governor on GovernorHub:**
 - Invite new Governor to GovernorHub (Governing Board tab)
 - Add 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)
- **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:
 - Input contact details (phone number)

- Declaration of interests (with link to guidance doc)
 - How to access meeting dates and documentation
 - Key documents (Standing orders, terms of references for committees)
 - Links to key documents: Governance Handbook, Keeping Children Safe in Education etc
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- **Within one month (Statutory in Bold):**

- Check that governor details are completed on GovernorHub
- Check **Declaration of Interests** are completed on GovernorHub
- Check Governor has confirmed they are **not disqualified** (on GovernorHub declarations)
- Ensure that **DBS and S128 checks** have been completed
- Ensure that **school website** and **GIAS (Get Information About Schools)** have been updated.
- Check that the governor has completed **Safeguarding Training** (new requirement for all governors from September 2022 (Keeping Children Safe in Education))

1. New Governor – to do list

- **Log in to GovernorHub using the link sent (statutory requirements in BOLD) and:**



GovernorHub

- Set your GovernorHub password
- Complete your contact details (minimum email address and phone number)
- Complete your **declaration of interests** (see guidance [Business Interests Guidance](#)) [Declaration of Interests form](#)
- GovernorHub confirmations:
 - **Safeguarding - Read and confirm you have read part 1 and 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 **Safeguarding training** course
- Book Governor Services Induction Course ([GovernorHub OCC Governor Services Training](#))

- **Things to look at on your school's GovernorHub pages (maintained schools)**



- **Governing Board Structure**
- Code of Conduct
- Instrument of Government
- Governing board membership & roles
- Schedule of meetings (calendar)

- Committee Structure and membership
- Standing Orders
- Committee terms of references
- Scheme of Delegation

● Current Information about your school and Governing Board

- Minutes from the last Full Governing Board Meeting
- School's latest Ofsted report (and SIAMS if applicable)
- School Development Plan
- Current performance data

● Oxfordshire Governor Services GovernorHub Pages



- Explore available Oxfordshire Governor Services training courses, including free online courses [GovernorHub OCC Governor Services Training](#)
[If your school subscribes to Oxfordshire Governor Training, all live courses are included in the subscription at no additional cost]
- Find information on the Resources page [GovernorHub OCC Governor Services Resources](#)
- New Governor FAQs [GovernorHub OCC New Governor FAQs](#)
- InSite Schools [Governor Services | Schools \(oxfordshire.gov.uk\)](#)
Sign up to the Schools News weekly bulletin (Orange button at the bottom of the page) [News | Schools \(oxfordshire.gov.uk\)](#)

● Further Reading



- [Governance handbook and competency framework - GOV.UK \(www.gov.uk\)](#)
- [Governance structures and roles - GOV.UK \(www.gov.uk\)](#)
- [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](#)

