**DGAT Local Governor Induction Feedback Survey**

A well-planned and robust induction process will support new local governors to settle into their role and perform successfully. An effective induction will provide new local governors with the support and information needed to gain a thorough understanding of their new role.

The content of each induction should be specific to the needs of each individual local governor and should be tailored accordingly.

The best people to tell the board how effective and successful the induction process is are the governors who have gone through it. This template can be used to gain their views on what went well and what could have been improved, and to gather ideas for developing the induction process in the future. The governing board should ensure this feedback is fully considered and used to improve the induction process.

The length of the induction process may vary from governor-to-governor. It is recommended this survey is given to new local governors within three months of their appointment to the governing board.

**Completing the induction feedback survey**

Please complete the following survey honestly. It is important that any gaps in your induction are highlighted to the governing board so you can be provided with adequate support and relevant information. Your feedback regarding your induction experience is also invaluable for the board in developing the process further to ensure it remains fit for purpose, supportive and effective.

Thank you for taking the time to complete the survey. Please return to Vicki Cowan, Governance and HR Officeron completion.

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| **Local Governor details** | |
| **Name:** |  |
| **Date of appointment:** |  |
| **Date induction completed:** |  |
| **Date induction feedback survey completed:** |  |
| **Name of local governor mentor:** |  |
| **Details of training completed since appointment:** |  |

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| **Induction feedback survey** | | | | |
| **Induction area** | **Yes** | **In-part** | **No** | **Comments** |
| Did you receive a warm welcome from the local governing board and school? |  |  |  |  |
| Have you been provided with an induction checklist and given the opportunity to sign off each area once completed? |  |  |  |  |
| Have you been provided with the necessary tools and information to embark on your local governor role? |  |  |  |  |
| Have you been provided with access to the local governing boards memberships? |  |  |  |  |
| Has the role of the Trust been explained to you? |  |  |  |  |
| Did you receive an invite to visit the school to meet the staff and pupils? |  |  |  |  |
| During your visit to the school, were you provided with contextual information to help you understand your role and the work of the local governing board? |  |  |  |  |
| Have you been provided with information on the role of the local governing board, the role of the Trust Board, individual local governor roles and the work of committees? |  |  |  |  |
| Have you been provided with enough information for you to understand your role as a local governor? |  |  |  |  |
| Have you been given access to the Trust Scheme of Delegation? |  |  |  |  |
| Have you been signposted to the Local Governing Board Code of Conduct? |  |  |  |  |
| Have you been provided with information on, and signposted to, training relevant to your new role and level of local governance experience? |  |  |  |  |
| Have you been signposted to the DGAT website and Local Governance membership area – including the password. |  |  |  |  |
| Have you been provided with a mentor? |  |  |  |  |
| Did your mentor meet with you before and after your first meeting? |  |  |  |  |
| Did your mentor make themselves available to you to enable you to ask questions and seek guidance from them? |  |  |  |  |
| Have you been provided with relevant contact details for local governor colleagues, the clerk to governors and school staff? |  |  |  |  |
| Have you been provided with relevant contact details for the Trust Central Team? |  |  |  |  |
| Did you receive relevant key information, including meeting dates and key school dates? |  |  |  |  |
| Were you signposted to relevant Trust and school polices and guided towards which you should prioritise reading? |  |  |  |  |
| Did you receive a clear explanation regarding the recruitment checks undertaken prior to or soon after your appointment? |  |  |  |  |
| Were you informed how your personal data is collected, processed, stored, disposed of and protected? |  |  |  |  |
| Were you provided with information regarding your rights to claim expenses? |  |  |  |  |

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| **Please tell us what the most useful aspect of your induction has been:** |
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| **Please tell us how your induction could have been improved:** |
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