**New local governor induction school induction checklist**

**Name of Governor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New Governor Induction**  **School checklist for local induction** | | | | |
| Action | Supporting resource | Where located | Date completed | Signed |
| Welcome letter sent to new governor | Template welcome letters for all roles | Governance area on DGAT website |  |  |
| Update GovernorHub |  |  |  |  |
| Update Governance and HR Administrator on appointment and term of office |  |  |  |  |
| Introduce to Headteacher and Chair of Governors and prompt a welcome meeting and tour of school |  |  |  |  |
| Arrange for the new governor to be allocated a buddy from the existing LGB |  |  |  |  |
| Signposted to New Local Governor training dates sent to new governor | Trust CPDL brochure and training area under Resources for Diocese of Gloucester Academies Trust tab on GovernorHub | Book via GovernorHub |  |  |
| New governor to complete skills audit | On GovernorHub  Board Effectiveness Tool |  |  |  |
| Identify and action training needs arising from the skills audit |  |  |  |  |
| Propose committee allocation to the chair following review of skills audit, if LGB has committees |  |  |  |  |
| New governor to complete declarations of interest form | Complete on GovernorHub |  |  |  |
| Arrange for DBS and section 128 check to be undertaken |  | School office |  |  |
| Provide school with new governor information for updating school website and GIAS |  | School office |  |  |
| Provide membership and log in details for GovernorHub |  |  |  |  |
| Provide password for Trust website Governance members area | Local Governors: DANIEL | Governance area on Trust website |  |  |
| Share contact details for LGB and key school staff |  |  |  |  |
| Forward a list of governing board and committee meeting dates |  |  |  |  |
| Signpost to the school, Trust and Diocese of Gloucester Education Team websites |  | [www.dgat.org.uk](http://www.dgat.org.uk)  [www.gloucester.anglican.org](http://www.gloucester.anglican.org) |  |  |
| Signpost to key policies, including  KCSIE, Child Protection and Safeguarding, Governor visits protocol and Trustee and Local Governor Expenses Policy. |  |  |  |  |