

Hand this to your chair of governors

Governor induction checklist

Use our checklist to help your governors or trustees settle in to their role quickly and start adding value to your board straight away.



Governor name:

Before the first meeting

- Mentor/buddy assigned
- Chair of governors met
- Headteacher met
- Tour of the school completed

Training and compliance

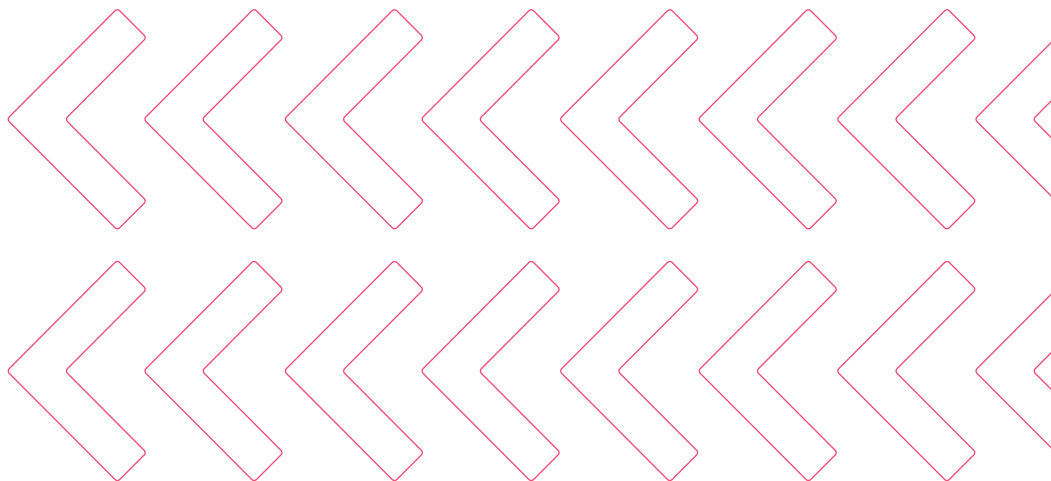
- Induction training booked
- Registered with The Key for School Governors – [key.sc/governor-register](https://www.key.sc/governor-register)
- Skills audit complete and future training needs identified
- Declaration of governor eligibility form completed
- DBS/barred list check completed
- Section 128 check completed
- Declaration of interests form completed

IT and logins




- Secure governor email account set up
- Access details provided for governors' shared area (if applicable)
- Access given to all school policies
- Access given to Analyse School Performance

Essential information and documents to read




- Information on the composition of the governing board
- Staffing structure and key responsibilities
- Terms of reference for the board and each committee
- List of future meeting dates
- Governors' code of conduct
- Information on governor visits
- School's policies
- Contextual information about the school (incl. breakdowns of the number of pupils in different 'groups', such as those with special educational needs (SEN), an education, health and care (EHC) plan, English as an additional language, etc.)
- The school improvement plan (SIP)
- Minutes from the last governors' meeting
- List of governors and the clerk, and their contact details
- DfE Governance Handbook
- Memorandum and articles of association (academies only)
- Latest Ofsted report



Questions for new governors to ask themselves

-  Am I clear on the school's medium and long-term priorities? (If not, turn to the SIP, and speak to the head and chair)
-  Do I have enough time for the role? (If not, consider asking your workplace about time off for governor duties)
-  Do I understand all the education jargon? (If not, read The Key's glossary and keep it to hand – key.sc/gov-glossary)
-  Do I have a way to stay up to date about education news? (Install The Key app – key.sc/app)

Essential reading for new governors

-  Glossaries, key guidance and 'jargon busters' key.sc/induction1
-  How to prepare for a governing board meeting key.sc/induction2
-  Role and statutory responsibilities of the governing board key.sc/induction3



Download more copies of this checklist at: key.sc/new-governors



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*Discounts not available to schools with an existing membership via a MAT, local authority or group partnership

Why use The Key for School Governors?

For governance know-how to help you make a difference to your school and for practical advice on how to carry out your role with confidence.

Being a school governor is quite the task. Knowledge gaps and limited time mean it's sometimes hard to feel confident making decisions and holding leaders to account.

The Key for School Governors is here for you, whether you're new to the role or experienced, whatever your responsibilities, and whenever you need us.



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