

<b>Committee(s)</b> Governance Committee	<b>Date(s):</b> 22 <sup>nd</sup> November 2019
<b>Subject:</b> Governor Induction at City of London School	<b>Public</b>
<b>Report of:</b> The Bursar	<b>For Information</b>
<b>Report author:</b> The Bursar, City of London School	

### **Recommendation**

Governors are asked to note the contents of this report.

### **Main Report**

1. The School and Town Clerk's department have undertaken a review of the induction process for new School Governor's, based upon 'best practice' as outlined by the Association of Governing Bodies of Independent Schools ('AGBIS'). To ensure that new Governors receive the best possible induction on to the Board of Governors it has been agreed that the School will adopt the AGBIS best practice for Governor induction going forward.
2. The AGBIS Governor induction checklist is attached and it is proposed that the School and Town Clerk's department will collaborate to implement this for all new Governors.

### **Appendix – Governor induction checklist**

#### **Contacts:**

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## Appendix

### GOVERNOR INDUCTION CHECKLIST

In order that a new Governor has the greatest possible knowledge of the School at the earliest opportunity, an induction programme has been prepared. It is envisaged that a new Governor will complete the induction within the first six months of appointment. The programme is very much minimum, and it is hoped that Governors will take the opportunity to tailor extensions to take account of their particular skills or areas of interest.

	<i>Date completed</i>	<i>Initial</i>
<b>MEETING WITH CHAIRMAN OF GOVERNORS</b>		
This meeting will include:		
review of job description for a Governor		
receipt of School Governor Handbook		
initial discussions about committee membership		

#### CLERK'S BUSINESS

completion of DBS check documentation		
completion of personal details and record of other interest		

#### SCHOOL INDUCTION (part 1)

This may be completed in one or more sessions and a personal programme will be arranged by the Head's PA to include:

Induction meeting with Head		
Meeting with Senior Deputy Head		
Meeting with the Deputy Heads		
(i) Pastoral		
(ii) Teaching and Innovation		
(iii) Co-Curricular and Operations		
Attendance at lessons		

## **SCHOOL INDUCTION (Part 2)**

This may be completed in one or more sessions and a personal programme will be arranged by the Bursar to include:

	<i>Date completed</i>	<i>Initial</i>
Induction briefing by Bursar with overview of		
Finance & Bursaries		
The Estate and the Masterplan		
Compliance and Health and Safety		
Board and committees of the School		
School Tour		

## **MEETING WITH CHAIRMAN OF GOVERNORS**

This second meeting is an opportunity for a new Governor to give some feedback to the Chairman of his / her experience over the induction period, and to confirm appointment to appropriate sub committees of the Board.

## **SCHOOL INDUCTION (Part 3)**

	<i>Date completed</i>	<i>Initial</i>
<b>REVIEW OF DOCUMENTATION</b>		
AGBIS publication 'Guideline for Governors'		
School Finances and Financial Plan by the Bursar		
School Inspection report (on the School website)		
School Policies (on the School website)		
School's risk register		
Current set of Board papers		
Copy of the School magazine (the 'Citizen')		

*At the completion of the induction programme, please return a copy of this form to the Clerk of the Governors who will retain the record of compliance*