**Governor Induction Checklist**

These items should be provided to all new governors and associate members at Malory Towers School.

| **Item** | **Provided?** |
| --- | --- |
| DfE Governance Handbook | ✓ |
| Keeping Children Safe in Education | ✓ |
| Most recent OFSTED report | ✓ |
| NGA book Welcome To Governance |  |
| Dates for upcoming meetings |  |
| Minutes and papers from recent meetings |  |
| Agendas for future meetings |  |
| Contact details for the chair, headteacher and clerk |  |
| Code of conduct |  |
| Declaration of business interests form |  |
| Details of induction training |  |
| Logins for GovernorHub, NGA, The Key or school online storage |  |
| Login for their school email address |  |
| School improvement plan (SIP) |  |
| School self-evaluation (SEF) |  |
| Most important policies – eg: safeguarding/child protection |  |
| Governor ID badge and lanyard |  |
| Information on any relevant trusts or religious bodies |  |
| Door access codes/car park codes |  |
| **For maintained schools only** | **Provided?** |
| Instrument of government |  |
| Terms of reference for committees/full governing body |  |
| Standing orders |  |
| **For academies only** | **Provided?** |
| Academies Financial Handbook |  |
| Memorandum and articles of association |  |
| Terms of reference for committees (including local governing bodies in an MAT) |  |
| Scheme of delegation |  |