



**St Monica's Catholic Primary School**  
...a small school where big things happen...



# **Recruitment & Induction Process for New Governors**

**Ratified by the Governing Body on:**

***This document will be reviewed as necessary.***

# Recruitment and Induction Process for New Governors

This document outlines the recruitment and induction process for new Foundation and Associate Governors.

## 1) Foundation Governors

### Stage 1: Initial Recruitment Stage

Candidate expresses interest to school following a vacancy or direct invitation.

The Chair (or in absence Vice Chair) and Head Teacher (or in absence Head of School) arrange an initial interview with the candidate.

At this interview we:

- Assess the candidate for suitability (see Appendix A for list of interview questions)
- Provide a comprehensive overview of St. Monica's School in general, its priorities and areas for improvement (school leaders)
- Give a comprehensive overview of the role of a Foundation Governor and the expectations from Governors (i.e. approximate time commitment, meeting attendance and preparation, training, attending school events, etc.)

### Stage 2: Appointment Stage

If, after the initial interview, it is clear that there is mutual interest in progressing with the application, the following takes place:

- Share further introductory documents that will allow the prospective Governor to understand the role, including, but not limited to; St. Monica's Governor Induction Pack, National Governance Association website, Department of Education Governance Handbook and Full Governing Body and Committee meeting schedule
- Prospective Governor completes relevant paperwork, including; DBS check, confidentiality agreement and the New Governor Record Form. All Foundation Governors need to complete a New Foundation Governor Form which will be submitted and reviewed by the Diocese of Westminster
- Allow the Prospective Governor to attend at least one Full Governing Body meeting, where they introduce themselves to the Governing Body and are voted in, if appropriate, pending satisfactory completion of paperwork

### Stage 3: Following Appointment

Following appointment, the new Governor:

- Is invited to a meeting at the school to meet Senior Leadership Team (SLT), where SLT explains School Improvement Plan in more detail
- Is provided access to The Key for Governors
- Is provided with information on training courses available by Diocese of Westminster and Hackney Learning Trust, with some guidance as to which courses are the highest priority to begin with
- Is invited to attend both the Resource and Curriculum committees' meetings (ideally for the full first year) and is requested to join at least one committee
- Is invited to meet with the Chair of the Governing Body to discuss potential Link Governor roles

- Is assigned a mentor (a more experienced Governor), who will meet with the new Governor in between official meetings as and when required to help them familiarise themselves with the role

#### **Stage 4: End of Term and Reappointment**

Governors serve a term of up to four years. After four years, Governors need to reapply to the Governing Body. Reapplying to the Governing Body ensures that all safeguarding steps are in place and adhered to and that the Governor has the relevant skill-set to remain on the Governing Body.

The process to reapply to the Governing Body is as follows:

- Indicate to the Chair of the Governing Body and the Headteacher that reappointment is desired
- Former Governor is invited by the Chair and the Headteacher for an interview
- Former Governor is assessed for suitability (see Appendix A for list of interview questions)
- Former Governor and Chair decide on next steps, including whether reapplication to the Diocese is supported

## **2) Associate Governors**

The process for Associate Governors is largely the same as for Foundation Governors. However, there are some key differences between Foundation and Associate Governors, which limit the role and tenure of Associate Governors, namely:

- Associate Governors are appointed because of what their specific skill-set can contribute to a Committee or to a specific task/project, beyond what the Governing Board is able to provide.
- Their appointment is agreed by the Chair of the Governing Board and, where relevant, the Chair of the Committee, then formally approved by the Full Governing Body.
- Associate Governors do not normally serve a full 4-year term. Instead, they serve for a fixed term, which is reviewed every 6 to 12 months;
  - If the Associate Governor has been appointed to join a specific Committee, then their term is decided by the Chair of the Committee and the Chair of the Governing Body. The Chair of the Committee and the Chair of the Governing Body are able to terminate the term of the Associate Governor, if necessary.
  - If the Associate Governor is appointed by the Governing Board to carry out a specific task, then the Full Governing Body decides on their term. The Governing Body is able to terminate the term of the Associate Governor, if necessary.
- Associate Governors can vote on their Committee, but have no vote at Full Governing Board meetings, which they only attend if there is a specific need.

## Appendix A: Interview Questions for New Governors

- Can you tell us what you know about St. Monica's Catholic School?
- What motivated you to apply for the role of the School Governor?
- Why specifically at St. Monica's school?
- Are you familiar with the local community?
- What do you think being a school Governor involves? (this should be asked before the Chair describes the role)
- Which skills do you have that would help you be an effective Governor and that would help strengthen the Governing Body?
- Do you have any other specific skills that are useful in this context?
- How would you describe yourself (in a professional context)?
- Tell us about a time when you had to challenge the prevailing consensus of a group. How did you go about this? (Chair and Headteacher should look for skills in communication, stakeholder management, etc.)
- What would you do if you felt strongly about an issue, but did not have the support of the other Governors?
- How much time do you anticipate you will have to devote to the Governing Body?
- Are you able to attend meetings that start at 17:00 and 18:00, as well as some school events during the day?
- Do you qualify to be a Foundation Governor? (Chair to remind potential Governor that this requires them to be a practising Catholic and that a priest needs to provide a reference to the Diocese of Westminster)
- Any other relevant questions