



# THE VALLEY SCHOOL

## GOVERNOR INDUCTION

JULY 2019 (FULL GOVERNING BOARD)

Welcome to The Valley School Governing Board. Thank you for supporting the school in this capacity. The following outlines what you can expect on starting as a Governor here.

It takes a bit of time to be ready for joining the Board meetings. There are some safeguarding procedures and forms to fill in. Please be patient, but feel free to ring the school for an update if you seem to be waiting for a long time.

When you join the Governing Board, you will be given the opportunity to meet with the one of the more experienced Governors, who will welcome you. S/he will talk to you about the role of being a Governor and outline expectations and responsibilities. You will be able to talk about your skills and strengths so that they can be deployed in the best way. The Governor will be able to help you identify any training needs you have and explain which training courses are mandatory. As a Governor, you will be linked to at least one middle or senior leader as a key focus for your involvement. A mentor Governor can be provided to help you become familiar with how it all works.

You will be able to meet the Head Teacher and have a tour of the school at a suitable point.

You will receive a Herts for Learning Governor Handbook and a Governor ID number. The handbook outlines training courses available and signposts you to other useful organisations to do with Governance.

An enhanced DBS disclosure will be required. The school will contact you to tell you the information you need to provide for this. There is also a requirement that any business and/or financial interests are declared and published on the school's website, along with any other governor roles you (or your relatives) fulfil in other schools and any relationship you have with any member of school staff.

The Valley School Governing Board has two committees. These are the School Improvement committee and the Resources committee.

The Resources committee has responsibility for the budget and financial planning for the school. It has duties relating to the school premises, including health and safety and buildings maintenance. It also oversees HR, performance management and pay review.

The School Improvement committee has responsibility for ensuring the curriculum has the breadth and balance to meet the needs of all the pupils.

It reviews the attainment and progress of pupils and monitors assessment and tracking of individual and groups of students.

Governor responsibilities include attendance at one Full Governing Board meeting per term, plus one or two committee meetings per term. There will be opportunities to get to know the school through formal and informal planned visits, attendance at events and other special occasions. Some statutory training is mandatory and continuing development desirable.

Below you will find some of the information you need at this stage. **Please do ask if you are unsure about anything.**

- The **school website** is a great starting point, as it gives you a fantastic overview of how the school is working to meet the needs of its highly individual students, all of whom come with a diverse range of needs and ways of learning. It gives a real flavour of the atmosphere, ethos and vision of the school. It also contains many of the reports and documents with which you will need to become familiar over time; see **statutory information** and **policies**. It has staff and governor lists and information on forthcoming events.
- School details: Maintained Special School, Herts ID number 619
- A few of the common abbreviations/acronyms. There are many! Refer to your handbook or [www.nga.org](http://www.nga.org)  
ALWAYS ask if you are not sure – you will not be alone. We sometimes forget.
  - TVS            The Valley School
  - SLT            Senior Leadership Team
  - LP             Learning Partner
  - LL             Learning Leader
  - SL             Subject Leader
  - SIC            School Improvement Committee
  - RES            Resources Committee
  - FGB            Full Governing Board
  - SDP            School Development Plan
  - SEF            Self-evaluation Framework
  - NC             National Curriculum
  - KS3            Key Stage 3 – years 7-9
  - KS4            Key Stage 4 – years 10-11
  - NOFUS        Never Occasionally Frequently Usually Securely
  - NOGGINS     Tiny steps of progress used to plan learning so that all pupils can make progress

#### **Included in this pack:**

- Governors' calendar and meetings planner
- Governor contact sheet with areas of responsibility and roles (eg CLA, Safeguarding, Health and Safety)

- Committee membership list
- Terms of Reference
- Staffing Structure
- Schedule of Financial Delegation
- Policy Review List
- Register of Pecuniary Interests form
- Governor Protocols policy and appendices
- Constitution
- Minutes of previous meetings (SIC, Resources, FGB)

All members of the Governing Board, SLT and school staff hope you will find being a governor at TVS rewarding and fulfilling and are delighted to welcome you as part of its dedicated, visionary team!