

## THE VALLEY SCHOOL NEW GOVERNOR INDUCTION PROCESS

- You will be emailed by the Clerk to Governors, Andy Mansfield who will ask for some contact details, send you a declaration of business interest form and a declaration of governor eligibility form to complete. [andy.mansfield@clerks.hertsforlearning.co.uk](mailto:andy.mansfield@clerks.hertsforlearning.co.uk)
- The Clerk to Governors will tell you how to access the Governor Induction pack and related documents, most of which are on the school website.
- You will also be contacted by the Business Manager, Paula Frost, who will arrange a time for you to come into school to complete your DBS application. [paula.frost@thevalley.herts.sch.uk](mailto:paula.frost@thevalley.herts.sch.uk)
- You will be contacted by an experienced governor who will explain the role of being a governor and help to identify your immediate training needs.
- You will have the opportunity to meet with the Headteacher and have a tour of the school.
- Once your DBS has been completed, you will receive an email from GovernorHub which will give you a password so that you can access information and book/undertake training sessions. You will also receive a school email address, which should be the principal means of communicating with the school. You may use another email address to send non-confidential messages such as checking dates/times of meetings.

To access training on GovernorHub you need to:

- Click on the Herts for Learning Governor Services icon on the top of the page next to the school name
  - On the Herts for Learning page click on the training tab
  - You can then search for specific courses and also get a list of all available courses
  - If you click on help at the very top of the page and enter “how do I book training courses” in the search bar you can access a guide on how to book courses
  - Once a course is completed it is automatically added to a governor’s individual training record
- Once your DBS has been verified you will be invited to attend your first meeting which would normally be a Full Board meeting, where you will be able to meet the other governors.
  - After you have attended your first meeting you will join one of the committees (Resources committee or the School Improvement committee).