



# **School Governor Induction Process**

## **2018**

**Welcome to the Hawkswood Group – a group of  
specialist education provision serving the needs  
of our Local Authority in Waltham Forest**

**Our Values:**

**EMPOWER**

**ASPIRE**

**ACHIEVE**

# School Governor Induction Process

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# School Governor Induction Process

Welcome and thank you for your interest and commitment to The Hawkswood Group. This pack is designed to give you an overview of the requirements of a governor and member of the Management Committee and what training you will receive as well as other useful information.

## Overview

We were established in 2008 to have accountability and oversight of a range of specialist provisions with a wide focus. Our provision span through cross phases from ages 4-16. Pupils have a range of specialist need ranging from social, emotional communication and interaction difficulties (SECID), those needing therapeutic intervention, pupils needing specialist provision for ASD and new entrants into the country who speak limited English. We are the main PRU support for mainstream schools in Waltham Forest and we have an established record of providing high quality, successful interventions to enable pupils to thrive and continue successfully onto the next stage of their education. All of our 5 provisions are graded Good or Outstanding by Ofsted but we are by no means complacent and have a continued drive to ensure we are best meeting the needs of our changing cohorts.

The school provides education, care and therapies for the range of need that exists across the behaviour spectrum. This includes young people with social and emotional needs and young people with a diagnosis of ASC (Autistic Spectrum Condition). The Hawkswood Group is split over four sites, two based at the main Hawkswood site, Antlers Hill, Chingford while we have a secondary PRU based at Burnside and Forest Pathways College based in Walthamstow. There is a CEO/ Executive Headteacher who oversees the Executive Team consisting of: 5 Headteachers; Business Manager and Lead for Safeguarding.

## Process

Your induction is tailored to meet your needs, interests and prior experiences but will generally follow the following path:

- After expressing an interest through Governors Services at Waltham Forest, you will be welcomed to the Governing Body by the Chair of Governors Mark Morrall then you will meet with the CEO Catherine Davies for the Group context and priorities and to identify your expertise and areas of interest
- Have the opportunity to tour a school and meet staff and students
- Receive a briefing on the school from the Headteacher or nominated Deputy
- Have the opportunity to meet informally with an existing governor who will then act as your mentor
- Be accompanied by your mentor to your first full Governing Body meeting as an observer while your application is presented to the Management Committee for consideration

- Have the opportunity to review your first meeting with your mentor

#### **As a new governor you will receive:**

- Details of the Governing Body committees including their terms of reference (available on the website)
- Dates for future governors' meetings including committees
- Details of how to contact the other governors
- Details of how to contact the Group including the e-mail addresses of key personnel
- A calendar of school events
- Recent school newsletters
- Details of training courses supplied by Waltham Forest

You would be expected to attend the Full Governors board meetings that take place once a term and sometimes we hold special meetings when necessary. You can elect to join two of our other specialist committees: Effectiveness and Strategy; Curriculum for Learning and Impact; Behaviour for Learning and Safeguarding and Resources for Learning and Impact after having sampled each one to enable you to make an informed decision on where best to contribute your skills and interests.

Your Induction process should take no longer than one school term, subject to meetings and personnel availability.

### **Management Committee Responsibilities**

In all types of schools, governing bodies should have a strong focus on three strategic functions (DfE Governors' Handbook):

Ensuring clarity of vision, ethos and strategic direction

Holding the Executive Leadership to account for the educational performance of the school and its pupils, and the performance management of staff

Overseeing the financial performance of the school, and making sure its money is well spent.

### **Training Courses**

Induction: Child protection and safeguarding (2 Hours)

Induction: Introduction to Governance (6 Hours)

Induction: Performance Data (2 Hours)

Prevent: Raising Governors Awareness (2 Hours)

All above provided by Waltham Forest Governors Services or directly via The Hawkswood Group and can be booked on their website or by contacting Catherine Davies CEO directly [Catherine.davies@hawkswoodgroup.org.uk](mailto:Catherine.davies@hawkswoodgroup.org.uk).

ELearning: Prevent Home Office Course.

### **Reading Lists**

Roles and Responsibilities of Governors

Hawkswood Group website to gain an overview of our aims, performance and curriculum etc.

Governors Area of Hawkswood Group Website  
Governors' handbook September 2018 available from the Local Authority

Governors should read up on the policy relevant to the role they undertake for example: the Health and Safety Governor would be expected to have a sound working knowledge of the Health and safety policy.

Hawkswood Group Policies  
Ofsted Framework for Inspection September 2018  
Keeping Children Safe in Education September 2018  
Governors Visits Protocol 2018  
Schools Financial Standards DfE

## **Members of the Executive Team**

Catherine Davies CEO/ Executive Headteacher  
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