

## INDUCTION FOR NEW MEMBERS OF BOARDS OF TRUSTEES OF RENWICK PRIMARY SCHOOL

• **Appoint a buddy to work alongside each new member.** If necessary, retain some retiring members for the first few meetings of the new term, or have new members attending meeting as observers prior to taking up office.

• **Supply a set of essential documents for each new member:**

- Governance Manual
- School Policies,
- Minutes of previous meetings, relevant correspondence,
- Budget and current financial report,
- Trustees names and contact details
- Assessment of variance,
- Strategic plan including student achievement targets
- List of acronyms.

• **Share the Mission Statement and Charter:** These contain the philosophy for the school, the vision which the Board members need to know very well. Tell the new members about how these statements were developed and their influence on how the Board operates. Encourage members to read and reflect on these statements in their own time.

• **Clarify all procedures and expectations followed by the Board:** Procedures which are written to support Board policies need to be explained. A study of the Board Codes of Conduct should help clarify expectations of all members.

• Provide an overview **of meeting skills:**

• **Seminars/workshops** - recommend attend seminar

## INDUCTION FOR NEW MEMBERS OF THE BOARD OF TRUSTEES

	Who	Date
• Appoint a buddy to work alongside each new member.		
• Supply a set of essential documents for each new member.		
• Share the Mission Statement and Charter.		
• Clarify all procedures and expectations followed by the Board.		
• Provide an overview of meeting skills.		
• Attend seminar		