

The St Michael Steiner School

Trustee Induction Policy & Procedure

Trustees are recruited according to the school's Safer Staff Recruitment Policy and procedure.

Upon appointment, Trustees become directors of the company The St Michael Steiner School Ltd.

New trustees must attend an induction session with the Chair of Trustees, either before or as soon as possible after their appointment. Induction normally takes place during the INSET days before term starts, but can be arranged at other times, for example, if a trustee is appointed mid-term. Meetings can be face-to-face or virtually.

On appointment, trustees will be given or emailed links to, or copies of, the following, if possible before the first induction session so that they can read them beforehand:

- The School's Articles of Association
- Companies House Guidance *Becoming a Company Director*
- The Charity Commission's *Responsibilities of Trustees*
- The Independent Schools Standards (ISS)
- The school's most recent Independent Schools Inspectorate (ISI) report
- Staff and Parent Handbooks
- The school's Safeguarding & Child Protection policy
- Other policies relating to the area of special responsibility (if any)
- The school Curriculum and Course Directories
- The school information pack
- Past school newsletters
- The school website and facebook page
- Instructions to access Educare training

They should also be informed that the school's trustees are protected by the Trustee Liability Insurance.

All trustees must undertake the 'Governance of Safeguarding' training provided by Educare and have access to any other training that may be appropriate to their role and/or area of special responsibility. They will be asked to sign to confirm that they have read the relevant documents and undergone the necessary training.

New trustees are each assigned a mentor¹ who is a College member and the person responsible for the new trustee's area of special responsibility (if any). Mentor and trustee should meet as early as possible after appointment and as needed thereafter.

The mentor will introduce and explain, through the Staff Handbook, the school's policies, procedures and ways of working, giving special attention to the policies relating to their area of special responsibility, and answer any questions that may arise.

The mentor is responsible for ensuring that the trustee undertakes all necessary training and is up to date with anything relevant to their role that happens in the school, and any relevant changes in statutory regulations.

In addition to their initial induction, new trustees are inducted into the workings of the school through visits to the school, attendance at Trustee meetings and at College meetings as requested by either party, at the annual School Association meeting and through ongoing contact with their mentor.

Next review date: January 2027

Red indicates changes at last review

¹ 'Mentor' in this context means someone who advises the trustee on the ethos and workings of the school.