



Confederation
of School Trusts

GUIDANCE ON TRUSTEE INDUCTION

The Confederation of School Trusts (CST) is the national organisation and sector body for academy and multi-academy trusts, advocating for, connecting and supporting executive and governance leaders. More information about membership of CST can be found [here](#).

This guidance is intended to support boards with the induction of new trustees.

DOCUMENTATION

- An overview of the organisation including details of the vision and the strategic plan.
- An organisational chart outlining key structures, roles and responsibilities.
- The most recent annual reports and accounts.
- Governing documents (Articles of Association /Funding Agreement) and any procedure documents
- Scheme of delegation, declaration of interests policy and any governance codes
- Minutes from the previous two board meetings.
- Role description and schedule of all meetings or events they must attend.
- Contact information for the Chair and CEO/Headteacher.
- An overview of the other board members giving detail of their backgrounds.
- Terminology and jargon glossary.

ACTIVITIES

- Trust and school visits which includes a tour from the CEO or Headteacher to highlight the ethos and culture.
- Meeting with key senior staff members to gain an introduction to each functional area of the organisation.
- Dedicated time given at their first board meeting to welcome them and to allow them to introduce themselves.
- A scheduled one to one after the first two board meeting with the Chair to ensure any questions are answered and they are confident in their role.