



BOARD OF TRUSTEES INDUCTION PACK

Windmill Hill City Farm Ltd.

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Registered Charity No. 277287 VAT REG. No. 701 2051 08

Trustee Induction Pack	
Reference: GV01	Effective date: 1 June 2012
Page no: 2 of 3	Approved: 12 Sept 22
Last revision: 3 Aug 22	Next revision due: Aug 24



Introduction

Welcome to Windmill Hill City Farm Board of Trustees. This document sets out the induction process to allow new trustees to become familiar with their role, the Board operations and the organisation itself. It sets out the various organisational documents directly pertaining to the role of trustees.

Induction meetings

New trustees meet with the Chief Executive for an introduction to the organisation, its key staff and relationship with key partners, funders and other organisations.

New trustees may be paired with an existing Board member who will be able to help with any questions or support that might be needed. All new trustees are encouraged to undertake governance training provided by an external supplier.

Key documents

These documents need to be **completed and returned** ahead of a trustee being appointed.

1. GV05a Application form
2. GV05b Equal opportunities monitoring
3. GV05c Application instructions for DBS record check
4. GV06 Declaration of eligibility
5. GV07 Code of conduct
6. GV08 Conflict of interest

These documents are provided for trustees **to read**. Policies relating to governance are coded with the letter GV and are available online at <http://www.windmillhillcityfarm.org.uk/about-us/policies-and-procedures/> unless otherwise indicated.

1. The Role of a Trustee (**GV02**)
2. The memorandum and articles of Windmill Hill City Farm (governing document) (<http://www.windmillhillcityfarm.org.uk/about-us/>)
3. Summary of the lease (**GV04 – not published online**)
4. WHCF Strategy (<http://www.windmillhillcityfarm.org.uk/about-us/>)
5. WHCF Organisational Structure (**attachment**)
6. Internal phone list (**attachment**)
7. Last annual report and accounts. Go to <http://www.charitycommission.gov.uk/> and look up information on charity number 277287.
8. Minutes of last Annual General Meeting (**attachment**)

Trustees are expected to be aware of the policies of the organisation. A list of the policies and procedures of Windmill Hill City Farm (<http://www.windmillhillcityfarm.org.uk/about-us/policies-and-procedures/>.) Particular attention is drawn to the following

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- ◆ Health and Safety Policy (**GN10**)
- ◆ Child Protection and Safeguarding (**GN02**)
- ◆ Vulnerable Adults (**GN22**)
- ◆ Equality and Diversity (**GN06**)
- ◆ Respect and Personal Dignity (**GN29**)

The following documents are provided on request when they become relevant.

1. Minutes of the last 3 Board meetings (**on request**)
2. Personnel Sub Group Terms of Reference (**GV10**)
3. Finance Sub Group Terms of Reference (**GV11**)
4. The Financial Responsibilities of the Board (training slides from ABLC) (**GV03 – not published online**)
5. The Board contacts list and biography details (**GV12 – not published online**)