



The Preschool Committee:
Board of Trustees
More information



Thank you for showing an interest in joining the Farnsfield Pre-School Board of Trustees (often referred to as The Committee). As part of the Board of Trustees you will have a say in the running of Pre-School and help with vital fundraising.

The board currently meets 6 times a year, usually in an evening via teams. This could change to day time meetings if it met the needs of The Board. We understand family life can be busy (we often have little helpers popping up on screen to say hello), so it's ok if you can't make every meeting: we request you make a minimum of 3 a year. We recognise all Trustees will bring a different skillset to the board and welcome as much input as you wish to give.

Being a Trustee, is truly rewarding not only are you giving back to the local community, you may pick up new skills as well as make new friends along the way!

Please find attached more information about what being a Trustee entails as well as some roles and responsibilities. If you are still interested in joining, please let us know and we can begin the application process.

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What are Charity Trustees?

The charity trustees are in charge of running the charity, making decisions regarding its management in order to achieve its aims. This is a crucial role in the existence of a charity, but the position carries a number of responsibilities. This guide provides a brief introduction to the different aspects involved in being a Trustee of our charity.



Who can be a Charity Trustee?

Individuals over the age of 18 years are eligible to be elected as a Trustee of our charity. A few individuals may be disqualified from acting as a trustee of a charity; such as those that have an unspent conviction for an offence involving deception or dishonesty, or are bankrupt (unless they are discharged). The list of reasons you may not be eligible is on our suitability form.

The trustee role is also subject to suitability checks by Ofsted (www.ofsted.gov.uk), which include an enhanced criminal records check (DBS). Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the circumstances and background to the offence(s) disclosed.



About the role:

Our Trustees are jointly responsible for the effective running of the charity and may have various roles and duties. The officers (Chair and Treasurer) are usually given certain key tasks to perform to help ensure they are carried out effectively. However, our Trustees are a team and support one another so that no one person has too much work or responsibility- many hands make light work.

We also work closely with the Manager of the setting, who is in charge on a day-to-day basis. We maintain good relations and establish a flow of news and information in order to ensure the setting runs efficiently and meets the children's needs. There



is a culture of transparency and trust which all Trustees must respect in their dealings with each other and with the setting Manager.

As a volunteer you will not be issued with a contract of employment. There will be an expectation that you will meet the role's requirements – as a charity Trustee, an employer and a registered Early Years provider.



The collective role of Trustees:

Trustees perform the essential role of governing the Early Years charity by ensuring its assets, employees and activities are managed effectively to achieve its purposes. As a Trustee of an Early Years charity you take on a number of obligations as a charity Trustee, an employer and as part of the Ofsted registered provider. This means you should: Ensure you understand the charity's purposes as set out in its governing document, collectively plan what you want the charity to achieve, comply with charity law requirements and other laws that apply. You must always act in the best interests of the charity by: Making balanced and adequately informed decisions, thinking about the long term as well as the short term. As Trustees you are ambassadors for the charity and the purposes it is trying to achieve. This is a public role and it's good practice to think about the 7 Nolan principles of standards in public life, those being to act with: **Objectivity, Accountability, Selflessness, Openness, Integrity, Honesty** and **Leadership**. On a day-to-day basis no one expects you to manage the setting. After all, that's what you employ a manager and staff for. They are the ones with the skills, knowledge, experience and qualifications to provide the best outcomes for the children. No one is expecting you to become an Early Years expert overnight! Your role as Trustee is to manage the charity, let your professionals manage the setting, but you still need to oversee what is happening within the setting, make decisions on changes and future improvements and decide where and when money needs to be spent. These sorts of discussions are those which would take place at a Trustee Meeting.



The role of the Chair Person:

The role of the Chair may vary depending on the charity's circumstances but generally they: May have a second or casting vote if a trustees decision is tied, but only if this is specified in the charity's governing document, may act as a spokesperson for the charity, help plan and run meetings of the trustees alongside the Charity Manager ensuring that the meetings are properly run and recorded, take the lead on ensuring that Trustees comply with their duties and that the charity is well governed, avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body, not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests, act as a link between Trustees and staff and can be a central point of contact for parents/carers and directly line manage the manager of the setting on behalf of the Trustees. The Chair does not have any more authority to act than any other Trustee and decisions made regarding the charity must be done jointly and with the agreement of other members.

As Chair, you will collaboratively lead Committee meetings with the Manager of the Pre-School. The meetings should have an agenda, ideally circulated prior to the event, with the opportunity for Trustees to add anything which they would like to be discussed. Circulating this prior to the meeting also allows for invited non-trustees such as staff to know which part of the meeting they are to attend and for trustees to identify and inform where a conflict of interest may occur so that the agenda can be amended in terms of running order. All discussions, decisions and votes should be accurately minuted and promptly sent out to trustees with any actions identified. Each year the charity will hold an Annual General Meeting (AGM) and who is invited to attend this is determined by your constitution. The specific purpose of the meeting is the presentation of the Trustees Annual report and accounts, to provide an update on the activities and finances as well as electing the charity trustees for the upcoming year.





The role of the Treasurer:

In many settings the day-to-day financial management, such as wages, invoicing, collecting fees, etc. is undertaken by someone employed by the charity for example an Administrator. This is perfectly acceptable as long as this is overseen by the Treasurer and the Trustees as a whole. Please remember that you are responsible for the finances of the charity. The Treasurer usually works together with the Administrator to: Ensure the charity keeps and maintains proper accounts and that there are robust and effective financial controls in place, prepares the annual accounts and leasing with the charity's independent examiner or auditor, reports on financial matters to the members at the AGM (Annual General Meeting), reviews the charity's financial performance and reports on this throughout the year to the Trustees, supports the preparation of the Trustees Annual Report and accounts and filing accordingly.

Annual Report- All registered charities must submit an Annual Return to the Charity Commission within 10 months of the financial year end. Depending on the annual income of the charity most will only need to complete Part A of the annual return which requests: Up to date details for the charity Basic income and expenditure figures for the past financial year Details of the trustees A brief description of the activities of the charity.



Further information

Resources to support charity trustees are available from the Early Years Alliance www.eyalliance.org.uk and the Charity Commission <https://www.gov.uk/the-essential-trustee>.

If you have any questions or need any further information, please get in touch!

Thank you!

Thank you for your interest in volunteering as a Charity Trustee with us. We extend a warm welcome and hope that you find volunteering with the charity enjoyable, fulfilling and rewarding.