Trustee

Trustees play an important role, as they have independent control over, and legal responsibility for, the charity's management and administration. The main roles of the Trustees can be summarised as:

- Ensuring the charity is carrying out its purposes for the public benefit;
- Complying with the charity's governing document (Constitution) and the law;
- Acting in the charity's best interests;
- Managing the charity's resources responsibly;
- Acting with reasonable care and skill; and
- Ensuring the charity is accountable.

Further information is available at the www.gov.uk website (www.gov.uk/guidance/charity-trustee-whats-involved) and through guidance CC3a.

The relationship between the Trustees and the Manager is very important. The Trustees provide the framework to support the setting Manager whilst enabling the Manager to run the day-to-day operations. By return the Manger must use identified processes and reporting routes to keep the Trustees informed as necessary, to enable them to perform their role and duties effectivley. A policy of Delegated Authority provides further specific information on the respective roles of Trustees and Manager.

All new Trustees must familiarise themselves with the Charity's Constitution (governing document), in particular Clauses 12 to 27. A copy of the Constitution will be made available upon request and will be held in the Policies Folder at each of the Charity's settings. Trustees will all automatically become members of the Charity as per the Membership Policy, and consistent with the Charity's Constitution (governing document).

All Trustees will be offered the opportunity to attend training on the main purposes and responsibilities of their role as a Trustee, e.g. through Community Action Norfolk.

Recruitment

Trustees will be sought through letters to the Charity membership, as well as from the wider local community, in any way the existing Trustees see fit. All potential new Trustees will be invited to write and confirm their desire/acceptance to be made a Trustee by completing a 'Declaration of Commitment and Qualification for Trusteeship' form, which will provided by a letter sent from the Chair of Trustees (as appended – that document can be reviewed and updated as required by the existing Trustees, subject to majority agreement).

Vetting & DBS Check
All new Trustees will be required to undergo a vetting procedure prior to their appointment at the next general meeting, as will existing Trustees to be reappointed. Vetting will be undertaken by the other existing Trustees or a non-Trustee voluntary administrator that they nominate to assist. All Trustees will be required to liaise with the Manager to undergo a Disclosure and Barring Service (DBS) check, to be repeated as required by the Manager during their ongoing service.

Ofsted
All new Trustees must complete an EY2 online form as it is a requirement with Ofsted, if you want to take up a governance position in a daycare organisation such as Alburgh with Denton Preschool Nursery https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2 Once you have been approved by Ofsted, your name can be included as a Trustee with the Charity Commission.

Appointment
Applications to become a Trustee will be reviewed and agreed by the existing Trustees ahead of a General Meeting where members will be asked to vote on the election of officers. The Manager will be kept informed of changes to the board of Trustees.
New Trustees and/or nominated individuals or anyone legally responsible for the organisation will not work directly with the children, have access to their records or information or take up their role in the management of the setting until all suitability checks have been confirmed by Ofsted and the Manager has received a copy of the new Trustees members DBS which has been successfully added to the GOV update service.

Roles
A Chair must be agreed for each Trustee meeting. Other roles can be agreed at the discretion of the Trustees, subject to majority agreement.

Removal of Trustees
Where a Trustee is absent from meetings without permission for a six-month period, the remaining Trustees can resolve for their office to be vacated, subject to majority agreement and the relevant clauses within the Constitution. If any Trustee is removed from office for any reason, a letter to explain the decision in relation to the relevant clause(s) of the Constitution will be sent by the Chair of Trustees. The Manager will be kept informed of changes to the board of Trustees as promptly as possible.

Retirement of Trustees
Trustee retirement must be as per the Charity's Constitution. The Manager will be kept informed of changes to the board of Trustees as promptly as possible.

Once a Trustee is no longer in post, Ofsted must be informed of any changes.

Reporting, Registers and Returns
The Trustees are responsible for preparing and submitting the Trustee Annual Reports and arranging for the External Audit Report for the accounting period (which runs to the 31st August each year). The Trustees will maintain ongoing Registers of Members and Trustees; registers can be electronic and/or hard copy and can be maintained by a non-Trustee volunteer administrator. Record keeping will comply with data protection regulations.

Trustee Meetings
Trustee meetings must be held in private, though the Manager, bookkeeper and any other third party may be asked to regularly attend and report as appropriate. Meetings will be held as per the relevant clauses of the Charity's Constitution, a minimum of 3 times a year. Meetings will discuss any items identified necessary within the pre-agreed meeting Agenda, with additional reference to the following guide:

Autumn
- Managers, report to Trustees; consider previous year's successes and any reported incidents, to enable preparation of the Trustees Annual Report (TAR).
- Receive the book-keepers review the previous year's accounts; approve to enable External Examiner's report;
- Receive book-keeper's report of current finances, looking forward to the oncoming year.
- Discuss staffing and projected numbers for the academic year ahead.
- Discuss staff training and development.
- Discuss the premises and detail any areas for concern or development required that require being factored into the business plan.

Spring (January):
- Approve External Examiner's report ahead of AGM.
- Approve TAR ahead of AGM
- Agree February AGM date.
- Receive Manager's update/review of the previously prepared draft copy of the 'Red And Green' (RAG; critically looking at all aspect of the setting) and the Self Evaluation Form (SEF; settings self-development tool), as prepared by the staff and Manager.
- Receive Manager's update/review of identified areas for setting development, likely costs and potential financial implications.
- Receive book-keeper's report of current finances.
- Look ahead to wage review.

Summer:

- Confirm annual reporting to Charity Commission completed.
- Review accounts to the end of the Academic year.
- Review any significant events, issues or concerns, ahead of the summer break and summer holiday club.
- Receive book-keeper's report of current finances.
- Agree Manager's indicative budget (for general equipment and large purchases) for the following academic year.
- Review Manager's update regarding the waiting list for the start of the next year and consider proposed numbers of children, due to attend pre-school in September at the two settings.
- Consider Manager's staffing plans for the forthcoming academic year as well as potential implications for fees.