

Chesil Bank Pre-school



Trustee Role Descriptions

Role: Charity Trustee (unpaid volunteer)

Responsible to: Committee of Trustees

Purpose:

To set out the charity's direction; promoting its charitable purposes, upholding its values and delivering its goals.
To work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document [its constitution] , policies, procedures and relevant legislation.

To employ and manage staff to provide successful and high-quality early years provision in line with the Early Years Foundation Stage, which is described in more detail on the Pre-School website.

To facilitate meetings, administer the charity's finances, manage correspondence, enquiries, complaints investigations, and act as a spokesperson for the charity.

Main tasks:

1. To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest

Responsibility – All trustees.

2. To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity.

Responsibility – All Trustees

3. To contribute to the recruitment and effective management of a team of qualified early years educators to take charge of the day-to-day running of the early years provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met.

Responsibility – Chair and Secretary

4. To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and to check that all adults that work with the children are suitable.

Responsibility - Secretary

5. To oversee the implementation of the charity's 'Promoting Inclusion, Equality and Valuing Diversity' policy, working with staff and volunteers to remove barriers to inclusion for all children and families.

Responsibility - Chair

6. To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.

Responsibility - Chair

7. Preparation of the Trustees' Annual Report and accounts each year.

Responsibility - Treasurer

8. To contribute to the timely filing of all statutory forms and documents for the charity.

Responsibility - Secretary

9. To undertake reasonable duties in accordance with the charity's business plan and objectives.

Responsibility – All Trustees

10. To oversee the implementation of the charity's financial systems, ensuring that financial records are accurately maintained and updated, that effective financial controls are in place and to keep Trustees informed of the financial position of the charity.

Responsibility - Treasurer

11. To prepare in advance an annual budget, as agreed by the Trustees, and to monitor the budget.

Responsibility - Treasurer

12. To maintain the charity's bank account, updating the list of signatories as necessary.

Responsibility - Treasurer

13. To take responsibility for ensuring that all bills, receipts and payments are made promptly and authorized in line with the charity's financial procedures.

Responsibility - Treasurer

14. To oversee the management of staff payroll and volunteer's expenses.

Responsibility - Treasurer

15. To ensure that any funds held are used in accordance with the terms of the charity's reserves policy.

Responsibility – Treasurer/Chair

16. To support the charity trustees and employees by ensuring the administrative function is accurate and efficient and the office filing is kept up to date.

Responsibility - Secretary

17. To respond appropriately and punctually to all correspondence, keeping comprehensive records.

Responsibility - Secretary

18. To organize all meetings, including arranging venues and refreshments, informing attendees, collecting items for and circulating meeting agendas, taking comprehensive and accurate minutes, writing up minutes and sending to all attendees punctually.

Responsibility – Secretary

Assignment of the following tasks to specific Trustees:

- Leadership of the charity - Chair
- Line management of the manager of the early years provision, taking collective responsibility with them for supervising their performance through systems including induction, supervision and appraisals. - Secretary
- Acting as a representative of the charity by taking responsibility for being the Nominated Individual for Ofsted inspection and liaison purposes. – Chair
- Maintaining financial records and preparing budget forecasting and control information. - Treasurer
- Administration of the charity and effective non-financial record keeping - Secretary.

Trustee Person specification:

Essential criteria

- Commitment to the aims and objectives of the charity.
- Eligible to act as a charity trustee.
- Satisfactory Ofsted suitability checks, including an enhanced DBS check, which confirms suitability to work within children's education services.
- Willingness to undertake training and learning necessary for the role and to commit the time to actively participate in the management of the charity.
- Demonstrate professionalism in all matters relating to the charity, in line with the agreed trustee code of conduct.
- An understanding of the importance of confidentiality for certain aspects of the role and the ability to respect the privacy of others.

Desirable criteria

- Previous experience of charity governance.
- Knowledge of the early years sector and the Early Years Foundation Stage.
- Experience of budget management.
- Experience of employing and managing staff.
- An understanding of safeguarding and child protection issues.
- Good communication and leadership skills.
- Good organisational and time-keeping skills.
- Good written and numeracy skills.
- An understanding of financial management.