



Trustee Welcome Guide

WELCOME

Welcome to Handsworth Pre-school and thank you for choosing to volunteer as a trustee. We extend a warm welcome to you and hope that your volunteering with the charity will be enjoyable, fulfilling and rewarding.

Our trustees are extremely important to us. The charity thrives thanks to the dedication of many different people who work with us - our volunteers, our members and our paid staff. As a volunteer we value your contribution of time and skills as they are an essential ingredient to our continued success.

We are pleased to introduce this trustee guide. The purpose of this guide is to provide you with some valuable information: if you are or are considering volunteering as a trustee for the charity; or as part of your induction process.

A BRIEF HISTORY

Our Pre-school is a member of the Early Years Alliance. We are registered and inspected by Ofsted. At our inspection in 2019 we were graded "Good". A full copy of the 2019 Ofsted report is on the notice board, or our website.

At Pre-school we aim to:

- offer a safe, stimulating environment which embraces a rich, play based curriculum both indoors and out;
- encourage children to be happy, confident, independent learners who make their own choices in play and learning, and we provide a balance of both adult-led and child-initiated activities;
- embrace cultural differences and promote the British values of inclusion, equal opportunities, tolerance, diversity, and anti-discriminatory practice;
- ensure all staff are suitably qualified and keep their knowledge and skills up-to-date reflecting best practice; and
- encourage parents, carers and visitors to be confident that they can approach staff with questions, queries and comments and know that they will be welcomed with a professional response.

The Pre-school has a charitable status and needs a full Committee of parents/carers to run effectively. The Committee manages the Pre-school and makes decisions on staffing, pay rises, fee increases, purchasing of new equipment and fundraising through social events. Without a full Committee, the Pre-school would have to close.

CHARITY STRUCTURE

Management Committee

Chair – Jonny Cooper (Whistleblowing Officer), Vice Chair – Elizabeth Kent, Treasurer – Lucy Johnson

Pre-school Leader – Janet Cushing (L3 Qualified) (Paid Staff, 5 Sessions)



Named worker for: SENCO; Deputy Designated Safeguarding Lead; Curriculum Lead; Pupil Premium Planning & Delivery Lead; Data Protection Lead. GDPR: and Website

Deputy Pre-school Leader -Louise Paul (NNEB Qualified) (Paid Staff, 5 Sessions)



Named Worker for: Designated Safeguarding Lead, Deputy SENCO; British Values & Diversity Lead; Parental Involvement & Communication Lead; Two-Year-Old Lead;

Pre-school Assistant – Mundelle Dombombi-Pedro (Paid Staff, 5 sessions)

Named Worker for:

Pre-school Assistant – Gemma Hodgkin (L3 Qualified) (Paid Staff, 5 sessions)



Named Worker for: Health and Safety Lead and Qualified First Aider

Pre-school Assistant – Zoey Rolfe-Bransfield (L3 Qualified) (Paid Staff, 5 sessions)



Named Worker for: First Aid Lead; Achieving Positive Behaviour & Golden Rules Lead and Deputy SENCO

Administrator - Ruth Mattison (L4 Qualified) (Paid Staff, 20 hrs Per Week)



Named worker for: Deputy Data Protection, GDPR and Website Support

THE BENEFITS OF VOLUNTEERING

Volunteering to be a trustee of your child's setting is a great way to put something positive back into the local community and can have many rewards and benefits.

It offers you the opportunity to become more actively and practically involved in the learning and development of your child and it is widely recognised that when parents are actively involved their children can achieve more.

You will also have a chance to meet other parents, update existing skills and learn new ones. This can have valuable long-term benefits when applying for jobs or undertaking further training.

ELECTION PROCESS

The charity is committed to engaging a diverse committee of trustees which reflects the society in which we operate.

The trustees of the charity are elected each year at the charity's Annual General Meeting (AGM). Individuals over the age of 18 years who have either family or affiliate membership with the charity are eligible to be elected as a trustee. Each family or affiliate member has one membership and is entitled to one vote at the AGM.

A few individuals may be disqualified from acting as a trustee of a charity under the Charities Act 2003, such as those that have an unspent conviction for any offence involving deception or dishonesty, or who are undischarged bankrupts. If you are unsure if you are eligible, you can contact the Charity Commission on 0845 3000 218 for further guidance.

The named trustee roles are also subject to the requirements of satisfactory suitability checks by Ofsted, which include a Disclosure and Barring Service (DBS). Having a conviction will not necessarily bar you from volunteering with us. This will depend on the circumstances and background to the offence(s) disclosed.

TRUSTEE OVERVIEW

The trustees of a charitable pre-school are jointly responsible for the effective running of the charity and making decisions regarding the management of the charity in order to further its charitable purposes. The trustees have an overriding duty to act lawfully and in the best interests of the charity and its beneficiaries.

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 childcare provider.

To ensure that this happens, you will be given a realistic preview of what to expect from the role before you commence volunteering and provided with the following information during your induction process:

- on overview of your role (see Trustee Roles and Responsibilities);
- a copy of the charity's Constitution–;
- a copy of the charity's policies: which include safeguarding children, confidentiality, diversity and equality and health and safety;
- trustee code of conduct and other relevant rules;
- details of the employees you are responsible for;
- information on the meetings that you are entitled or expected to attend;
- details of relevant training that you can access (see Training);
- reimbursements for expenses and how to claim; and
- details of other relevant documentation you will need to carry out the role and where you can obtain support and guidance (see Further Information and Useful Contacts); and

- notification the pre-school would like to have, if possible, prior to you leaving your trustee role.

Your first task as a trustee is to utilise the available information, advice and guidance to make yourself aware of your various responsibilities. A good place to start is to familiarise yourself with the charity's Constitution, the terms of which will answer many of the common queries on how the charity operates, and with the *Early Years Foundation Stage*, which is the framework outlining the requirements that must be put in place for the welfare, learning and development of the children attending the provision.

TRUSTEE ROLES AND RESPONSIBILITIES

An overview of the role of the charity trustees is given below. The Chair, Treasurer and Secretary are given particular roles in order to ensure that a number of essential duties are completed.

General trustee responsibilities and duties

- To set out the charity's direction; upholding and promoting its values and delivering its goals.
- To ensure that the charity does not breach any of the requirements of the Constitution and that it remains true to the charitable purposes and aims set out within this governing document.
- To liaise and work effectively as part of a team with the other trustees; whilst bringing your own ideas, perspectives and experience to the committee.
- To keep abreast of current developments that impact on the work of the charity and read relevant committee papers, in order to contribute to the decision-making process of the committee.
- To regularly attend committee meetings and actively contribute to the effective management of the charity; ensuring that effective management, procedural and administrative systems are in place to govern the activities of the charity.
- To ensure that the charity complies with the Constitution, charity law and other relevant regulations that govern the work of the charity.
- To take reasonable care and skill as a trustee on all matters where there may be material risk to the charity.
- To declare when you, or any person or organisation connected with you, have a personal interest in an issue being discussed by the trustees and refrain from voting on the issue to prevent a potential conflict of interests arising.
- To work with the Treasurer and Business Manager to set priorities for the budget; ensuring that the charity applies its resources exclusively in pursuance of its charitable objectives.
- To recruit a Manager to take charge of providing the early years provision, and to work closely with them to support the successful management of the provision.
- In consultation with the Manager, ensuring that the *Early Years Foundation Stage* and Ofsted registration requirements are met.
- To work with the Manager/Business Manager to ensure the effective recruitment and induction of new employees and volunteers.
- To provide a link between the trustees, members and staff, ensuring that effective communication takes place.
- To work to ensure the provision is a safe place to be, for both children and adults.
- To support and help recruit and induct fellow trustees and encourage them to join the committee.
- To carry out all trustee duties in accordance with the Code of Conduct and the Constitution.

Chair

- To represent and act as an ambassador for the charity.
- To facilitate and chair meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- To set the agenda for meetings together with the Secretary.

- To ensure effective administration and co-ordinate the work of the committee.
- To approve committee expenditure.
- To line manage the employees of the charity.
- To support other committee members and authorise the work of the treasurer.

Treasurer

- To ensure the trustees are aware of the financial position of the charity, providing an up-to-date written statement of accounts at committee meetings.
- To ensure that all trustees are aware of their financial responsibilities and comply with the charities finance procedures and those required by the Constitution.
- To ensure that the trustees apply the charity's resources exclusively in pursuance of its charitable objectives.
- To present accounts to the members at the AGM.
- To act as a signatory in line with the charity's financial procedures.

Financial records

- Open and maintain the group's bank account, updating the list of signatories as necessary.
- Prepare in advance an annual budget, as agreed by the trustees.
- To issue bills and receipts on behalf of the charity and ensure that all necessary payments are made promptly.
- To ensure that the charity's financial records are maintained accurately and updated on a timely basis.
- To liaise with staff on behalf of the trustees to ensure effective financial control of the charity's finances.
- To ensure that quarterly financial returns and year-end supplements are completed, signed and returned within agreed deadlines.
- To ensure that bank accounts are reconciled to the charity's financial records at least once a month. To review the bank reconciliation and sign it.
- To ensure that any funds held by the committee are used in accordance with the terms of the charity's reserves policy.
- To review and return any other financial reports as necessary.
- To attend finance training if time and resources are available.
- Manage staff payroll and volunteers' expenses.

Secretary

- Respond appropriately and punctually to all correspondence; keeping proper records.
- Organise all meetings including booking venues, arranging refreshments, liaising with attendees to ensure they are informed etc.
- Collect all points to draw up meeting agendas and circulate to all meeting attendees punctually.
- Take comprehensive and accurate minutes during meetings, type up and send out to all attendees in a timely manner.
- Support all committee and staff members by ensuring the administrative function is accurate and efficient.

CHARITY COMMISSION REGISTRATION

Handsworth Pre-school is a registered charity 1023514 with the Charity Commission, which is the regulator of charities in England and Wales.

Trustees must complete an annual return for the Charity Commission each year and ensure they are kept up-to-date with any changes to the charity or its trustees. In addition, trustees of charities with yearly incomes over £10,000 must by law send the Charity Commission their annual accounts every year within 10 months of the end of their year-end. The Business Manager will prepare the paperwork to send to the Charity Commission.

EMPLOYERS

As a trustee you are the employer of the staff working for the charity and must obey the laws on employment. These will involve you fulfilling responsibilities to your staff (by respecting employees' legal rights) and to the Government (by operating tax and other systems). The Business Manager will provide guidance where necessary.

OFSTED REGISTRATION

Handsworth Pre-school is registered as childcare provision with The Office for Standards in Education, Children's Services and Skills (Ofsted). Ofsted inspect and regulate the quality and standards of care and education in early years settings. They look at how settings:

- help children to be healthy;
- protect children from harm or neglect and help them stay safe;
- help children enjoy and achieve; and
- help children make a positive contribution to your provision and the wider community.

Together, the charity trustees are the 'registered person' with Ofsted and have overall responsibility for the childcare provision; though the manager will be the person who is in charge of the day-to-day running of the provision.

The trustees must fill out a notification form (EY3A) whenever there is a change to the individuals on the committee, which informs Ofsted that there has been a change to the 'registered person'. Please note: The EY3A is completed by the Business Manager at Handsworth Pre-school and forwarded to Ofsted.

All trustees have shared responsibility for the day care provision. The Business Manager will be the 'nominated person', to represent the organisation as the main contact with Ofsted. Ofsted will carry out a number of checks on the suitability of the 'registered person'. These will include an interview; criminal records check and if necessary a health check.

Each new trustee will also need to complete a declaration and consent form (EY2) to apply for an enhanced criminal records check. The EY2 form asks for a self-declaration of criminal records and other matters that determine suitability to work with or be in contact with children. The forms should be sent to Ofsted who will liaise with the Disclosure and Barring Service (DBS) to carry out the checks.

Further information is given in the Ofsted *Guide to Registration on the Early Years Register* available at www.ofsted.gov.uk or by telephoning on 08456 40 40 40.

EARLY YEARS FOUNDATION STAGE

Ofsted regulate and inspect day care provision against the outcomes of the *Early Years Foundation Stage*, which is a mandatory framework for all registered childcare providers and schools caring for children from birth to five years. It was developed to ensure that all childcare services, whether they are new or established, provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs.

You can order a copy of the *Early Years Foundation profile: handbook 2014 (Ref: STA/14/7088)* from DfE Publications on 0370 000 2288 or download a copy from the website www.gov.uk

TRAINING

It is important to have a good handover between committees and an induction for all new trustees. Previous trustees can be invited to initial meetings to direct and support the new committee or could be co-opted onto the committee for a time to provide advice.

Trustees may also be interested in attending the *Managing Effective Settings* courses and workshops, which are run by the Alliance and cover a range of topics to help prepare trustees to carry out the work needed to manage a setting.

You can contact the Information Service team at the Early Years Alliance at info@eyalliance.org.uk or on 020 7697 2595 to request a training brochure or for contact details for the local Divisional Office coordinating training in your area.

HEALTH AND SAFETY

The charity regards the management of health and safety as an integral part of its business and as a management priority. The aims of the charity's health and safety practices are:

- to provide and maintain, so far as is reasonably practicable, a healthy and safe environment for all adults and children;
- to take all reasonable steps to reduce health and safety risks to volunteers, paid staff and others;
- to provide appropriate information, training and instruction to staff and volunteers to ensure safe working; and
- to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

Trustees are expected to:

- do everything they can to prevent injury to themselves, their fellow volunteers, paid staff, families, children and others affected by their actions or omissions whilst acting on behalf of the charity;
- follow the guidance and instructions provided relating to good health and safety practice;
- report any incidents which have or may have led to injury or damage;
- report any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements;
- follow the guidance and instructions provided relating to safeguarding children;
- work with the member of staff in the setting responsible for health and safety, to ensure that there are appropriate risk assessment procedures in place to identify, assess and take necessary steps to minimise any potential and reported hazards and risks to children and adults; and
- ensure that the charity's insurance is adequate and up-to-date - informing the insurers of any material change that will affect the cover.

SAFEGUARDING CHILDREN

It is the policy of the setting to ensure that children have a safe, positive environment where they can learn and develop. It is also the duty of the trustees to ensure that all staff and volunteers:

- are committed to children's well-being and safety;
- are clear about their responsibilities to safeguard and promote children's welfare;
- know the procedures for highlighting any concerns; and
- have appropriate guidance and training to undertake their roles.

CONFIDENTIALITY AND DATA PROTECTION

As a trustee of the charity you will come into contact with and use confidential personal information about people, such as names and addresses or even information about children, families and other private matters. You must ensure that you do not breach the Data Protection Act, which provides strict rules in this area.

Handsworth Pre-School aims to ensure that all personal data collected about staff, children, parents, trustees and committee members, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). This came into effect on 25th May 2018 and will be enacted into law through the Data Protection Act (DPA) 2018.

Personal data is defined as any information we collect that can identify the person concerned. It covers all data regardless of whether it is on paper or in an electronic format. It also includes pictures of individuals.

Data Protection Principles

The GDPR sets out data protection principles with which we must comply. Personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfill the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Not kept for any longer than necessary for the purpose for which it is collected or used
- Processed in a way that ensures it is appropriately secure

The GDPR also sets out six 'lawful bases' (reasons) for processing personal data. At Pre-School we seek generally only to collect data that we are **legally required** to do so, under the legislative framework set out in Section 2 above. We may also collect data in order to **fulfil contracts**. This includes, amongst others, the contract we hold with the Local Authority to deliver early years education; and with individuals as members of staff.

EXPENSES

Trustees are entitled to claim reasonable out of pocket expenses incurred while carrying out their trustee duties for the charity. The expenditure must be approved by the committee and will only be approved and reimbursed if it has been incurred wholly and necessarily for the setting's business whilst carrying out a volunteering role.

Volunteers are responsible for:

1. ensuring that they get the best value for the charity, including by travelling by the most economic route;
2. making claims for reimbursement on a timely basis; and
3. ensuring that all expenditure is supported by a valid receipt.

LIABILITY

For unincorporated charities:

Handsworth Pre-school is an unincorporated charity. This means that the trustees may be held personally liable if there is a shortfall in the assets of a charity where it is unable to meet a liability.

However, if the trustees act lawfully in accordance with the charity's constitution, this personal liability is rare. It is also the charity's policy to put an appropriate level of reserves in place to cover expenses when they become due and safeguard against this situation.

USEFUL CONTACTS

- Early Years Alliance, Tel: 020 7697 2500, Web: www.eyalliance.org.uk
- Charity Commission, Tel: 0845 3000 218, Web: www.charity-commission.gov.uk
- Ofsted, Tel: 0300 123 1231, Web: www.ofsted.gov.uk
- Business Link, Tel: 0845 600 9006, Web, www.businesslink.gov.uk
- Lawcall is a 24 hour, confidential legal helpline that provides legal advice for the trustees, directors or owners of Alliance member groups. Contact details for Lawcall are given on your Alliance membership card or you can contact the Information Service team on 020 7697 2595 or info@eyalliance.org.uk with your membership number for Lawcall's details.

FURTHER INFORMATION

Roles and Responsibilities of Charity Trustees:

The Essential Trustee (Ref: CC3) Charity Commission

Managing a Charitably Constituted Setting (Ref: A123) Early Years Alliance

Business and Management:

Recruiting and Managing Employees (Ref: A121) Early Years Alliance

Financial Management (Ref: A119) Early Years Alliance

Effective Marketing and Publicity for Early Years Settings (Ref: A075) Early Years Alliance

Providing Childcare:

Guide to Registration on the Early Years Register (July 2013) Ofsted

Early Years Foundation profile: handbook 2014 (Ref: STA/14/7088), Department for Education

Essential Policies and Procedures for the EYFS (Ref: A081) Early Years Alliance

To order Early Years Alliance publications please visit www.shop.pre-school.org.uk or telephone 0300 330 0996.