



Attendees:	Steph Axten, Claire Willson, Caroline McCosh, Lauren Spurway, Laura Stears, Sanchia Davidson, Charlotte Gregory, Stephanie Edwards		
Apologies:	None		
Date of meeting:	22.02.2021	Date of minutes:	22.02.2021
Re:	Committee meeting – 22.02.2021		

Agenda Item	Item / Action Points	Action
1. Apologies	None	
2. Welcome to new members	SA welcomed all new committee members and thanked everyone for joining.	
3. Manager/ Chair Report	- SA advised many of the ongoing issues have been addressed in the recent AGM and extraordinary committee meetings. - New Deputy Manager transition has gone well - New member of staff (qualified level 3) – starting date TBC - SE continuing to liaise with Bucks CC on a weekly basis, keeping them informed of how many children are currently attending the setting. - SA addressed the government announcement today confirming that all schools will reopen on 8th March and acknowledged that this will not have a huge impact on the setting as it is already open and running as normal. Breakfast and afterschool clubs are however included in the reopening – see AOB.	
4. Review of queries raised	Ofsted Nominated Person: - SA stated that SE has liaised with Ofsted as the settings Nominated Person for over 10 years, in the role of Committee Chair and as the Manager of the setting. On reviewing the governing constitution, SA advised it was unclear whether SE was eligible to be the Nominated Person due to a possible conflict of interest as she is receiving remuneration from the charity. The Charities Commission have advised that although it could be perceived as a conflict of interest, if the committee deem it suitable and, when considering SE's experience and history with the setting, the Charities Commission believe that outweighs the risk of conflict of interest, SE could be accepted as the Nominated Person. - Committee agreed SE is the most suitable person to continue day-to-day liaising with Ofsted and should remain as the Nominated Person and SA should become a second Nominated Person. SE to inform Ofsted of second Nominated Person and SA to submit a query to the Charities Commission re SE's possible conflict of interest – Charities Commission will then decide based on whether they think SE stands to gain anything from being the Nominated Person. - SA also advised that anyone considered a member of the charity (trustee, committee member or member of staff) can contact and speak to Ofsted	SE / SA

about any concern that they have, which they are not able to discuss with the Manager or Chair of the committee. Current protocol for staff is to speak to a member of the committee in the first instance before contacting Ofsted.

Procedures in Managers absence:

- Previous query over whether the committee has anything to refer to in terms of policies and procedures if the Manager was to be out of the setting over a prolonged period.
- SA confirmed that the Deputy Manager is fully aware of their roles and responsibilities while on site and all staff are fully trained and aware of the correct procedures in the event of an emergency. At time of employment all staff sign a policies and procedures agreement in which they acknowledge that they are aware of their roles and responsibilities for all emergency procedures.
- All policies and procedures are stored on BabysDays, which the Chairperson has access to.
- SE advised that there is a Managers Handbook that is maintained and accessible by the Deputy Manager for all daily/weekly/monthly duties.
- 'Third in charge' role is filled by the settings level 6 qualified practitioner, who can step in as the responsible person onsite in the event of the Manager and Deputy Manager not being on site.

Constitution review:

- SA explained to new committee members that the constitution is a governing documentation for the charity that was signed when the charity was first established and that it can be reviewed and amended as required.
- Current constitution is the constitution that was signed in 1995 when the charity was formed under the name of Wingrave Playgroup. The last official review and amendment was in 1996 when the charities name was changed to Wingrave Pre-School. It was reviewed in 2019 and the committee agreed to update it to the 2013 constitution, but this was never recorded as an amendment with the Charities Commission.
- SA & CM have carried out extensive research and sought advice from the Charities Commission and the Early Years Alliance and have confirmed that we do not need to change to a more recent constitution, and we can continue with the existing constitution. If the committee chose to change constitution the charity as it stands would need to be dissolved and re-established with a new constitution. In addition, the current constitution is considered a suitable structure for a single room setting and for the number of children attending.
- It was felt that a thorough review of the existing constitution with recommendations for amendments would be the most appropriate path.
- SA will share a copy of the current constitution with all committee members for review and input. CM sighted 2 specific areas for review: 'Aims & Objectives' and 'Powers'. Committee to send all feedback to CM who will collate and review with SA.

SA/CM
ALL

SA

Wingrave Pre-School, Twelve Leys, Wingrave, HP22 4QG, 01296 682217

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What are the roles and responsibilities of a trustee?

NCVO outline 12 main responsibilities of a trustee:

1. Set and maintain vision, mission and values
2. Develop strategy
3. Establish and monitor policies
4. Set up employment procedures
5. Ensure compliance with governing document
6. Ensure accountability
7. Ensure compliance with the law
8. Maintain proper fiscal oversight
9. Select, manage and support the chief executive
10. Respect the role of staff
11. Maintain effective board performance
12. Promote the organisation

What are my legal responsibilities?

Being a trustee carries legal responsibilities which should be understood before taking up a position.

It is worth taking some time to understand these duties and to find out the specific situation at the organisation you are considering joining. If a charity is also a company limited by guarantee then the liabilities of a trustee, for example, are different.

Trustees are not expected to be experts in every area, even with the collective skills and experience of the board overall. They are expected to use reasonable care in their role as trustees applying their skills and experience and involving professionals where needed. The Charity Commission can offer information and advice on both best practice and legal requirements.

[Trustees' legal responsibilities and liabilities](https://reachskills.org.uk/sites/default/files/_RV_TrusteesLegalresp%2BliabilitiesOct2015.pdf)

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reachskills.org.uk