



Attendees:	Steph Axten, Lauren Spurway (LSP), Hattie Cope, Laura Stears(LST), Caroline McCosh, Sanchia Davidson, Sue Samways		
Apologies:	Charlotte Gregory, Stephanie Edwards		
Date of meeting:	10/05/21	Date of minutes:	10/05/21
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Welcome	SA welcomed all members to the meeting.	
2. Deputy Manager's Review	- SS reported that everything has been running smoothly at pre-school and the team have all been working well together. The new member of staff has continued to settle in well. Training on the Baby's Days system has continued for staff members. - The internet speed for the building has improved and SS suggested the idea of purchasing some less expensive tablets as an alternative to iPads, as discussed in the last committee meeting. SS will send details of suggestions to SA. - SS has signed the pre-school up to the Buckinghamshire Lottery, where participants can opt for a percentage of their ticket price to be donated to the pre-school. Communication will be going out shortly to parents with information regarding this.	SS/SA
3. Breakfast Club	Breakfast club will recommence on Wednesdays and Fridays for pre-school children and their siblings, as of 12/05/21.	
4. Constitution Review	CM has produced an updated version of the constitution, with all the changes shared at the previous meeting. SA will review with SE when possible.	SA
5. Site visit	CM and LST will complete a site visit on 21/05/21. Time to be confirmed with SS.	CM/ LST
6. Village BBQ	As discussed at the previous meeting, there is the opportunity for the pre-school to host a village BBQ this summer. SA will advise the committee once a date is confirmed.	SA

7. AOB	• CG will remain on the committee until the next AGM but may not attend committee meetings due to other commitments. The next committee meeting will be held on 28th June 2021 - venue TBC.	
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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