



Attendees:	Steph Axten, Lauren Spurway(LSP), Caroline McCosh, Laura Steers(LST), Sanchia Davidson		
Apologies:	Hattie Cope, Sue Samways, Steph Edwards		
Date of meeting:	28th June 2021	Date of minutes:	28th June 2021
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. SE return to work	- SA advised the committee that SE will hopefully be able to return to work in the office for a couple of hours a week before the end of term. SA will complete a return to work assessment with her prior to this. - SS will continue to manage the day to day running of the pre-school with SE supporting her with admin/ emails etc.	SA/SE
2. Wraparound care	- Due to current COVID guidelines and in conjunction with Wingrave School, the decision has been taken that it is currently not possible to extend the wraparound care any further than what is being offered at the moment. - Pre-school will continue to run breakfast club for two mornings per week for pre-school children and their siblings. - This will be revisited in the Autumn term depending on demand and any remaining COVID restrictions.	
3. Constitution progress	Amendment to the constitution is ongoing. SA will forward any further amendments to CM before submitting to the relevant person at Bucks County Council.	SA/CM

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

4. Site visit	- LST and CM gave positive feedback from their site visit on 21/05/21. The setting was clean and safeguarding protocols were followed as required. There were a good range of activities available and the children enjoyed a free flow of indoor and outdoor play. - LST suggested the addition of some safeguarding questions for staff to be added to the report template for future visits. - SA will share the template used for the report with the committee. - SA advised that SS had also shared positive feedback from pre-school staff regarding the visit. SS had made the suggestion to SA that further visits could be impromptu, with staff having no prior notification of a committee member visit. - LSP and SD will complete the next site visit in the Autumn term.	SA/ LSP/ SD
5. Tech update	SA will discuss with SE and SS whether they still think that new iPads are required or if the issues with the current ones have been resolved.	SA
6. BBQ	SA has not received any further communication regarding the village BBQ and will confirm with SE whether she has.	SA
7. AOB	- A question was raised regarding transition sessions for pre-school children starting Reception in September. SA will discuss with Mrs. Neaves as to whether this will be possible in any way whilst COVID restrictions remain in place. - SA raised the possibility of some training on safeguarding for committee members and will look into options. - SA will discuss end of term plans with SE, e.g. Sports Day, certificates for leavers, end of term party. - SD highlighted the recent rise in COVID cases in the local area, in particular the closure of bubbles in a number of schools in Leighton Buzzard. - The committee will meet again once the next announcement has been made by the government regarding the lifting of COVID restrictions, to discuss plans for return in September. The next committee meeting will take place 16th July 2021 at 8pm - venue TBC.	SA/SE

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