



Attendees:	Debbie Noble, Hattie Cope, Lauren Spurway(LSP), Laura Stears(LST), Caroline McCosh, Sanchia Davidson, Stephanie Edwards, Hayley Eastwood, Olivia Barrett		
Apologies:	None		
Date of meeting:	8 th November 2022	Date of minutes:	8 th November 2022
Re:	Committee Meeting		

Agenda Item	Item / Action Points	Action
1. Welcome	DN welcomed everyone to the meeting.	
2. New candidate applications	- Following the recent recruitment drive for new committee members, the committee received 2 applications for new committee members: - Hayley Eastwood (Parent) - Olivia Barrett (Parent) - LSP has sent the applicants a Nomination Form, Declaration of Interest Form, Committee Rights and Responsibilities and Confidentiality Statement which have been read and agreed by both. The applicants also supplied the committee with a short statement about themselves which was circulated prior to the meeting. - Both applications were accepted as general committee members. LSP to confirm acceptance in writing to new members and send details of DBS and EY2 requirements. - SE has also received one other expression of interest from a parent who may also be interested in taking over the role of Secretary from LSP. LSP to send introductory email. - Claire Manfield has stepped down from the committee due to personal reasons.	LSP LSP
3. Accountancy and Bookkeeping Fees	- HC will no longer be doing the bookkeeping for pre-school. - The committee agreed that going forward payroll, bookkeeping and accounts will all be completed by the accountancy firm currently used by pre-school. They will also be able to provide HR support which is currently needed. - Accounts will still need to be reconciled and submitted to the Charities Commission by a Trustee.	

4. Committee Introductions	*****<i>HE and OB joined the meeting.</i>***** Committee members introduced themselves to the new members.	
5. Review of previous minutes	<u>Safeguarding lead</u> – still ongoing. This will hopefully be taken over by a new committee member in the future. While it is not a required role, it is considered best practice to have a safeguarding lead on the committee who has undergone the relevant training. <u>Committee recruitment</u> – The recent recruitment drive has proved successful with 2 new members, plus potentially one more. This also means that the new committee will fulfil the 60% parent requirement. <u>Handbook</u> - DN has completed a draft of the new Committee Handbook making it more up to date and concise. The description of the Chairperson role and Secretary role were approved by DN and LSP. HC will review the Treasurer role description. CM to proofread for grammar etc. <u>Outstanding fees</u> – despite numerous attempts at communication with the family in question, these are still outstanding. CM to send a final letter with 7 day deadline to pay and then will investigate the option of pursuing through the small claims court. SE will also take advise from insurance company. <u>Website</u> – The committee agreed SD's recommendations for the website update. DN will contact Steph Axten to action this. <u>SE performance review</u> – CM has scheduled to meet with SE to complete this 09/11/22. This will need to be handed over to a new committee member going forward. <u>Low numbers</u> – Post AGM, the committee will make this a priority issue to address, with a focus on marketing to increase numbers and ensuring the long-term financial stability of the pre-school. As the pre-school in Stewkley has recently closed, SE will place an advert in the Stewkley village newsletter. LSP to forward details of this to SE.	HC/CM CM/SE DN LSP/SE
6. AGM preparation	- Agenda has been circulated to parents. 4 other parents besides committee members have expressed an interest in attending. - All staff have been invited. - Questions/comments have been requested in advance of the meeting, however so far none have been received. - SE to send a reminder to parents a few days prior to the meeting. - LS to confirm with Wingrave Sports and Social Club and arrange buffet etc.	LSP

7. AOB	The new gate has been installed at the top of the alleyway to pre-school. ****The next meeting will be the Annual General Meeting to be held on 17th November 2022 at Wingrave Sports and Social Club at 8pm ****	

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