



Attendees:	Debbie Noble, Stephanie Edwards, Hattie Cope, Olivia Barrett, Hayley Eastwood, Sarah Putman		
Apologies:			
Date of meeting:	10 th July 2023	Date of minutes:	11 th July 2023
Re:	Committee members		

Agenda Item	Item / Action Points	Action
1. Welcome	DN welcomed and explained the meeting was about discussing and agreeing the new committee member nominations	
2. Overview of interest	- DN explained that communication regarding new committee members went out via the Postie, Facebook and parent emails. It was a more direct/serious communication which seemed to attract interest as opposed to previous communication. - We received 8 expressions of interest/requests for further information, which resulted in 3 formal expressions of interest being received,	
3. Nominees	- DN shared an introductory statement from each of the three applicants with the committee to review prior to the meeting. - DN & HC provided a verbal summary of their telephone calls/meetings with the three applicants. - The committee agreed that all three would bring valuable skills to the team. 1st nominee (Hannah Fulton) - HC spoke to HF over the phone, HC accepts nomination, DN seconds and all committee members agree. HF will take on a General Member role and will be considered for the Designated Safeguarding Lead. 2nd nominee (Kirsty Morley)- DN spoke to KM face to face, DN accepts nomination, HC seconds along with approval from the rest of the committee. KM will take on a General Member role. 3rd nominee (Jacqui Banham) – DB spoke to JB face to face, DN accepts nomination, OB seconds, along with approval from the rest of the committee. JB will take on the role of Chairperson. - Ongoing Members are: Hattie Cope (Treasurer), Sarah Putman (Secretary) and Olivia Barratt (General Member).	
4. Actions	- DN mentions that in July 2023, with the nominees becoming members, and DN and HE resigning, it'll be a 50/50 split of parent vs non parent and asked if the committee are happy with that, in which we all agreed. - DN to send emails accepting the nominations and copy in SP. SP to email information for EY2 applications and DBS checks, along with documents to sign. SE suggests that references are needed and she will find out if these are to be from an employer or character reference. - A visit to pre-school to be arranged in September for the new members - A social to be arranged for all committee members to get to know each other - DN to ask HF for copies of her safeguarding certificates to then share with SE.	DN SP SE SP/SE DN DN

	Last committee meeting for DB and HE – the committee accepts their resignations. DN to handover to JB.	
5. AOB	- SE and OB discussed with everyone the progress of the shed, all quotes now obtained, one more competitive than the other. OB to clarify with the suppliers on floor type, price and when payment is needed. - SE to close off the other quote via email. - DN doing one final newsletter	OB SE DN

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