



Attendees:	Debbie Noble, Stephanie Edwards, Hayley Eastwood, Olivia Barrett, Sarah Putman, Joy Featherston, Sue Samways, Hattie Cope via call		
Apologies:			
Date of meeting:	19 th June 2023	Date of minutes:	21 st June 2023
Re:	Pre-school committee meeting		

Agenda Item	Item / Action Points	Action
1. Welcome and apologies	DN & SE welcomed all and introduced Joy Featherston	
2. Previous minutes and matters arising	<u>Staff contracts/handbooks</u> – on pause but the necessary change to holiday pay will come into effect automatically in the summer holidays <u>Policies review</u> – HE has reviewed the Safeguarding policies. OB needs to overlook them for spelling/grammar mistakes if still applicable. <u>Income increase</u> – actioned. All parents from September have been made aware of the changes/new charges – registration fee, consumables, hourly rate. <u>Outdoor space</u> – Classroom done. Storage ongoing – awaiting quotes. To be revisited. <u>Recruitment</u> – Indeed advert created and posted to social media - Minutes signed off	OB
3. Staff recruitment	- SE made clear that staff recruitment needs to be priority. - A school mum & preschool mum from September, has expressed interest so SE will follow that up. - Do we get an agency to recruit and provide bank staff? - JF suggested we approach Aylesbury college and send the advert out via the school to cover a wider community.	SE
4. Manager's report	- SE put the question out whether we should have a paid minuter to attend staff meetings and appraisals – still to be discussed - We discussed whether the committee should hold all staff appraisals, but JF replied to say they should carry out SE's and her and SS carry out the rest of the staff's	
5. AOB	<u>Resignations</u> – HE is stepping down, DN expressed desire to step down as soon as replacement can be identified and HC at AGM in November. A discussion was then had about the future for the pre-school because there must be a minimum of 5 committee members, including the 3 Officer roles - Adverts to go out on all platforms to find replacement members and SE mentioned that we might need a meeting before the end of term to discuss the outcome.	

	JF asked if anyone had any questions for her or if there was anything they'd like from her when she visits Wednesday. SS shares her curiosity about how other pre-schools are run/organise their day and queried is there more that she and SE could do. Again, JF will support where she can.	
	Next meeting TBC	

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