

Rotherfield Pre-School - Director Application form

Thank you for showing your interest in joining the Rotherfield Pre-School Board of Trustees. This can be a rewarding position where you can share your skills, time and ideas with others, as well as meeting new people. The Board of Trustees are primarily made up of parents of children attending the Pre-School. To enable us to run an efficient team, we need to cover a broad base of talents and expertise. We require parents with enthusiasm for working as a team to maintain the smooth running of an exceptional and outstanding Pre-school.

Please take time to read the information below and fill out our short questionnaire.

Our Background

Rotherfield Pre-School is a non for profit charity, meaning that our fees are low and any profits are invested in staff, staff training and equipment for the children. We have been running since 1969 and made the move to our own, purpose made premises in January 2010. We are lucky enough to employ an exceptionally experienced and highly qualified staff who are extremely dedicated and devoted to the children. The day to day running of the Pre-School is the responsibility of the manager and the staff, however, overall responsibility for the management of the Company lies with the Board of Trustees. We are an incorporated company meaning that each board member is only personally liable for £1.00 in the event of any litigation. The Board of Trustees can run from a minimum of 3 members namely, the chair, treasurer and manager, to a maximum of 12. We typically run between 4 – 5 members.

Becoming a member of the Board of Trustees.

We are very fortunate that our Board of Trustees consists of parents and staff which means we are a very passionate, dedicated and hands on team with every aspect of the day to day running of the pre-school. As a parent you are eligible to apply for the role of director. Your application will be considered by the current Board of Trustees. There are many roles within the Board of Trustees, each with its own level of commitment. Namely, these roles include:

Chair Person

Secretary

Event/Fundraising Co-ordinator

Publicity Co-ordinator

Grants Co-ordinator

General Member

You will be required to attend a monthly meeting usually during the day and you will be required to complete a form for Ofsted (EY2), undergo a DBS check and complete online Safeguarding and Directors training.

Summary

Coming onto the Board of Trustees can be very rewarding as you are able to influence the future of the setting and support the great works that are already happening within in our Pre-School.

In summary, our Board of Trustees are responsible for:-

- Managing the setting's finances
- Ensuring that the pre school fully implements the requirements of the statutory Early Years Framework (EYFS,2014)

- Working in partnership with the children's parents/carers
- Safeguarding
- Supporting staffs professional development
- Fundraising

If you are interested in joining our Board of Trustees please speak to our Chairperson who will be pleased to hear from you.

Please tell us a little about yourself

Name:

Email:

What is your professional background?

What are your hobbies and interests?

What other skill sets do you have to offer?

Tell us about yourself and why you would like to become a member:

Please email your application to office@rotherfieldpre-school.co.uk marked PRIVATE & CONFIDENTIAL FAO: Chair Person

NB: Please use additional pages if required, and feel free to ask questions, if you have any.

What happens next:

Your application will be considered and if successful, you will be notified by email. You will then be given details of where to complete the online EY2 (Ofsted) form. As part of this process you will be directed to complete the DBS section. You will be required to make payment, please take a copy of this screen so that you can claim back as an expense. You will be directed to show ID to an appropriate person. Once processed the Manager will receive a letter from Ofsted to advise that you are suitable to become a director (this process can take a few weeks). Our secretary will then log your details with Companies House and the Charity Commission. Due to safeguarding you are unable to attend any directors meetings until all the above processes have been completed.