

Rotherfield Village Pre-School Board of Trustees

Welcome to Rotherfield Village Pre-School Board of Trustees. We are primarily a small group of parents who meet once a month. Rotherfield Pre-School is a prospering environment where young children flourish. Joining our Board of Trustees can be a rewarding position where you can share your skills, time and ideas with others. This can best be achieved by working as a team, the aim is for every member to work together. The key roles assigned are to add clarity and focus to specific activities. In addition, each member of the board should strive to help their fellow members. It is through working as a team that we achieve high aspirations and make it an enjoyable experience for all, resulting in positively influencing the future of the Pre-School. This is an opportunity to contribute to the maintenance of the smooth running of our exceptional and outstanding Pre-school.

Through the assignation of roles, we aim to complement each other's strengths. Everyone is equal and shares the responsibility of contributing to their roles, and the Pre-School.

All members of the Board of Trustees are responsible for ensuring the following considerations are upheld:

- To ensure confidentiality is maintained at all times.
- To ensure the financial stability of the Pre-School setting is maintained (there is no risk of personal liability involved).
- Carry out an annual review to consider fee rates and staff wage increases, taking into account minimum wage rises and qualifications held by staff.
- Ensure compliance with current employment legislation to ensure all staff are receiving their correct entitlements.
- All members should read, adopt and comply with the Articles of Association.
- The Board will comply with the policies and procedures in line with EYFS 2012 legislation around Early Years Care and Education.
- Attend monthly meetings.
- Collectively seek extra funding for the Pre-School by means of fundraising and grant applications to maintain the financial stability of the Pre-School.
- All members should discuss fundraising ideas, create, develop and review annual plans. Reflect how effective ideas have been in the past, develop new and imaginative ideas, seek and use new resources.

Roles and responsibilities

Chair:

To work closely with the manager to:

Ensure that the group implements all the necessary legal requirements

Ensure good recruitment, induction and appraisal systems are in place for all new staff and volunteers.

Ensure all staff are supported with training, staff development, supervisions, employment law etc

To Chair and keep order at Board meetings and conduct voting. If required, to hold the casting vote in any event.

Delegate tasks evenly to other Board Members.

Act as Spokes Person for the setting when necessary.

Work with the Bursar and the Board to ensure financial stability of the Pre-School setting is maintained.

Secretary:

- To attend Board meetings, take and keep minutes of meetings.
- Prepare agendas and circulate 7 days in advance to give Board members the opportunity to prepare for meetings.
- Ensure Board meeting minutes are distributed to Board members.
- Deal with correspondence on behalf of the Board.
- To maintain staff and Board records in relation to Charities Commission, Companies House and Ofsted (EY2 forms and Criminal Records Bureau checks).
- Maintain an up to date list of Board members with names, addresses, telephone numbers and email addresses.
- To maintain and keep up to date the Combined Register for Companies House.
- To collate with the Chair and Settings Manager the termly newsletter.

Events/Fundraising Co-ordinator:

- Put into action fundraising activities agreed on by the Board and co ordinate a dedicated sub team.
- Recruit, organise and manage volunteers to fulfil various functions to enable the fundraising event to be as successful as possible.
- Book venues, organise licences, inform Bursar of spending, fill in spread sheet and clarify any large outlays prior to purchases.
- Inform publicity co-ordinator and Secretary of all requirements necessary to advertise and promote forthcoming events.

Publicity Co-ordinator

- To raise public awareness of the Pre-School, it's work in the community and the delivery of it's objectives as a registered charity.
- To publicise forthcoming events, liaising with Events/Fundraising Co-ordinator and Secretary.
- To inform Bursar of spending and fill in spread sheet, clarifying any large outlays prior to purchases.
- To report to Board members on activities/ articles/ reports.

Grants Co-ordinator

- Identify funding opportunities via local press, Internet etc suitable for our setting.
- Develops and co-ordinates information necessary for grant application completion. Gathers requisite information from staff for grant writing.
- Organise and manage Board members to fulfil various functions to enable the grant to be awarded.
- Responsible for all grant reporting at monthly meetings.
- Co-ordinate the preparation and presentation of grant applications in accordance with timelines and funding requirements.
- Collaborate with Manager and Bursar particularly with development of grants budgets and ensure that correct information is given as to how the monies can be spent and are in compliance with awarded grand guidelines.

General member

- To comprehensively support all Board members and their roles where appropriate.
- Occasional communications with other bodies e.g. Thank you letters, requests for funds, money, grants etc.