

## Job Description

### PRESCHOOL TRUSTEE

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Our trustees are the legal guardians of the organisation and official employers of all the Putnoe Woods Preschool staff. Our trustees bring a diverse range of skills and experience to the organisation's strategic management. A trustee will ensure that the preschool fulfils its charitable obligations and provides quality education in accordance with our mission statement.

*At Putnoe Woods we strive to be a fun, affordable, inclusive Early Years setting where children are welcomed, valued and encouraged to reach their full potential in a safe and nurturing environment. We strive to develop our parental partnerships as parents are their child's first educators'*

## Key Responsibilities

To ensure that the charity and its representatives' function within the legal and regulatory framework of Early Years, i.e., Local Authority, Charity Commission and Ofsted.

- Ensure that that charity works within the rules as stipulated in our governing document – The Articles of Association.
- Strive to ensure all decisions and operations fulfil the charitable obligations and put the children first.
- A trustee is required to act reasonably and prudently in all matters relating to the charity.
- To continually striving for best practice in governance that adds to public confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- As we are a limited company you need to be over 18. Trustees are elected for 3 years at a time and would normally only serve a maximum of 6 years before retiring.

## Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity for it to grow and maintain its relevance to society.

- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- Trustees must prepare for and attend termly meetings and one on site visit per year.
- Trustees must prepare for and attend an Annual General Meeting.
- Ensure the charity remains solvent.
- Interviewing, appointing and monitoring (annual appraisal) the work and activities of the Preschool Manager and Business Manager.
- Under the preschool constitution decisions can be approved by email, therefore trustees are required to maintain a current email address and take part in this type of correspondence.
- Ensuring the effective and efficient administration of the charity and its resources.
- Acting as a counter-signatory on charity cheques and any applications for funds.
- Always maintain absolute confidentiality about the charity.

### Accountable to:

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, Ofsted and Companies House.

*Please note:*

*Section 72(1) of the Charities Act 1993 disqualifies anyone who:*

- *has been convicted of an offence involving deception or dishonesty, unless the conviction is spent*
- *is an undischarged bankrupt*
- *has previously been removed from trusteeship of a charity by the court or the Charity Commissioners*
- *is under a disqualification order under the Company Directors Disqualification Act 1986*

*It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.*