



Preschool trustee Job Description

The Board of Trustees is responsible for the governance and strategic direction of the charity, ensuring that its aims and objectives align with the governing document and all legal and regulatory requirements. Trustees act as the organisation's legal guardians and serve as the official employers of all Putnoe Woods Preschool staff. Collectively, they contribute a broad range of skills and expertise to the strategic management of the preschool. Each trustee is expected to help ensure the organisation meets its charitable obligations and delivers high-quality education in line with our mission.

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

- Ensure the charity and its representatives operate within all relevant Early Years legal and regulatory requirements, including those set by the Local Authority, Charity Commission and Ofsted.
- Ensure compliance with the charity's governing document, *The Articles of Association*.
- Make decisions that uphold the charity's objectives and prioritise the wellbeing of children.
- Act reasonably, prudently and in the best interest of the charity at all times.
- Promote high standards of governance to strengthen public trust and confidence.
- Contribute to the strategic direction and long-term development of the charity through effective planning.
- Trustees must be over 18. Terms last three years, with a typical maximum of six years' service.

Main Duties

- Ensure compliance with all legislative, regulatory and constitutional requirements.
- Act in the best interests of current and future beneficiaries.
- Support the continued growth and relevance of the charity.
- Oversee sound financial management to ensure expenditure aligns with the organisation's aims and investments follow agreed policies.
- Prepare for and attend termly meetings and one annual site visit.
- Attend the Annual General Meeting.
- Ensure the charity remains financially solvent.
- Interview, appoint and annually appraise the Preschool Manager and Business Manager.

- Maintain a current email address and participate in decision-making conducted electronically.
- Ensure effective administration and efficient use of the charity's resources.
- Act as a counter-signatory on cheques and funding applications.
- Maintain strict confidentiality at all times.

Accountable to

The Board is responsible for the governance and performance of the charity and is accountable to a range 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.