



High quality education for each individual child

## Trustee Induction Information

### **Main Office**

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## WELCOME

The following notes are intended only to be a useful guide for you and I hope you find this information pack informative.

The Management Committee / Board of Trustees is made up of a very warm, welcoming group of people from many different backgrounds, of which many are parent / carers themselves. Joining the Committee / board is a great way of getting to know other parents and staff better as we all work together towards a common goal: to make our Pre-School the best place it can be for the benefit of our children and their families.

The Pre-School thrives thanks to the dedication of the many different people who work with us - our volunteers, our members and our paid staff. As a volunteer, the contribution of your time and skills are hugely valued as they are an essential ingredient to our continued success.

We hope that you will find the time you spend volunteering for the Pre-School to be enjoyable, fulfilling and rewarding.

## BENEFITS OF VOLUNTEERING

Volunteering to be a trustee of the Pre-School is a great way to become more practically involved in the learning and development of children. It will also give you the chance to update existing skills and learn new ones. This can have valuable long-term benefits when applying for jobs or undertaking further training.

## A BRIEF HISTORY OF WATOTO PRE-SCHOOL

Watoto Pre-School, formally known as Burngreave Children's Project, has been running now for over 25 years. We now have two Pre-Schools, one in Sheffield and recently in Rotherham.

Watoto Preschool was founded by parents for parents. Building strong relationships with our parent / carers is essential to the way we do things, as we work to be the best education & childcare provider locally in the area.

Watoto Preschools mission is to provide' **high quality education and childcare for each individual child**'.

Our philosophy has remained constant and is reflected in both Watoto's OFSTED rating 'GOOD and our parent / carers continually recommending Watoto to family and friends.

We promise our parent /carers that each child that attends one of our preschools will enjoy an exciting and stimulating learning experience which will enable them to gain confidence and skills ready for their next step into primary school. Over the years, we have built an excellent reputation, as a provider of excellence, in catering for the additional educational needs of children with a wide range of additional needs. Our preschool follows the Early Year Foundation Stage (EYFS) curriculum framework.

The Pre-School is led by a very strong leadership team, most of them are parents themselves.

To ensure we maintain quality It is paramount that we support our staffs continuous professional development through various means - external / internal training, peer observations, coaching. This allows us to support and help develop the right candidates and encourage their career development as the group grows. We follow the Early Year Foundation Stage (EYFS) curriculum framework.

## **CHARITY STRUCTURE**

In 2006 our Pre-School became a charity and company limited by guarantee, which means that its trustees are not personally liable for it. All parents when they come to the Pre-School become members of organisations which allows them to vote at its Annual General Meetings. Parents can opt out of this if they wish. Please note that we tend to use the term "committee members" and "trustees" interchangeably but they mean the same thing!

## **LIABILITY**

Watoto Pre-School is an incorporated charity. This means that the organisation is both a charity and a legal entity. Each member's liability for the debts of the Pre-School is therefore limited to a fixed financial amount (usually £1) above which a member has no further liability to contribute to the debts of the Pre-School in the event of insolvency.

## CHARITY COMMISSION REGISTRATION

Watoto Pre-School is registered as charity with the Charity's Commission, which is the regulator of charities in England and Wales.

The trustees must complete an annual return for the Charity Commission each year within 10 months of their year-end, to ensure they are kept up-to-date with any changes to the charity or its trustees. In addition, trustees of charities with yearly incomes over £25,000 must also by law send the Charity Commission their annual report and accounts.

### **Watoto Preschool Charity Commissions URN is 1121786**

<https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>

## OFSTED REGISTRATION

Watoto Pre-School is registered as a childcare provider with The Office for Standards in Education, Children's Services and Skills (Ofsted). Ofsted inspect and regulate the quality and standards of care and education in early years settings.

Together, the charity trustees are the 'registered person' with Ofsted and have overall responsibility for ensuring the childcare provision meets the terms of Ofsted registration and the requirements of the *Early Years Foundation Stage* framework. For the most part the requirements will be delivered through effective leadership of the staff at the Pre-School; particularly the Manager, who is the person who is in charge of the day-to-day running of the provision.

The trustees must fill out a notification form (EY3) whenever there is a change to the individuals on the committee, which informs Ofsted that there has been a change to the 'registered person'. All trustees have shared responsibility for the day care provision. However, one individual, usually the Chair, will be the 'nominated person', to represent the organisation as the main contact with Ofsted.

Ofsted will carry out a number of checks on the suitability of the 'registered person'. Each new trustee will need to complete a declaration and consent form (EY2) to apply for an enhanced criminal records check (DBS). The EY2 form asks for a self-declaration of criminal records and other matters that determine suitability to work with or provide childcare for child

**Ofsted URN for Watoto Pre-School:**

**Sheffield: EY367292**

## **THE ROLE OF THE TRUSTEES**

The trustees of a charitable pre-school are jointly responsible for the effective running of the charity and making decisions regarding its management in order to further its charitable purposes. The trustees have an overriding duty to act lawfully and in the best interests of the charity.

The Constitution is the legal governing document for our charity. It outlines the rules that the trustees must follow to run the charity efficiently and in accordance with the law. A copy will be made available to you when you join.

## **MANAGING THE FINANCES**

The trustees are responsible for ensuring that the charity's finances comply with relevant legislation and are managed in accordance with the Constitution.

This involves keeping accurate accounting records, preparing the accounts at the end of the financial year and having them audited or examined by an independent person to ensure the money is appropriately accounted.

The accounts must be accompanied by an annual report, prepared by the trustees, describing the activities of the charity in the year and providing some basic administrative information about the management and operation of the charity. For your information a copy of the latest produced will be made available to you when you join.

## **MANAGING EMPLOYEES**

As a trustee you are one of the employers of the staff working for the charity and must obey the laws on employment. These will involve you fulfilling responsibilities to your staff (by respecting employees' legal rights) and to the Government (by operating tax and other systems).

## **APPOINTING TRUSTEES**

The trustees of the charity are elected every two year at the charity's Annual General Meeting (AGM).

The trustee role is also subject to the requirements of satisfactory suitability checks by Ofsted, which include a criminal records check. Having a conviction will not necessarily bar you from volunteering with us. This will depend on the circumstances and background to the offence(s) disclosed.

All of our policies and procedures which govern how the Pre-School is managed are on our website ([www.watotopreschool.co.uk](http://www.watotopreschool.co.uk)) and hard copies are available at Pre-School. The policies include safeguarding children, confidentiality, health and safety, equality and diversity and so on.

## **TRUSTEE DUTIES AND RESPONSIBILITIES**

An outline of the responsibilities of the charity trustees is given below. The Chair, Treasurer and Secretary are given particular roles in order to ensure that a number of essential duties are completed.

### **General trustee responsibilities and duties**

To work effectively as part of a team with the other trustees, bringing your own ideas, perspectives and experience to the committee with the aim of:

- ensuring that the Pre-School pursues its aims and applies its resources exclusively for this purpose.
- ensuring that the Pre-School complies with its Constitution, charity law and other relevant legislation and regulations.
- you regularly attend and contribute to the decision-making process of the committee, keeping up to date with developments that impact on the work of the Pre-School and reading relevant committee papers.
- ensuring that effective management, procedural and administrative systems are in place to govern the activities of the charity.
- take reasonable care and skill as a trustee on all matters where there may be material risk to the charity.
- declare when you, or any person or organisation connected with you, have a personal interest in an issue being discussed by the trustees and refrain from voting on the issue to prevent a potential conflict of interests arising.
- work with the Treasurer to set priorities for the budget.
- To undertake Ofsted suitability checks as required.
- To recruit a Manager to take charge of the day to day running of the early years provision and to give them clear direction, agreeing policy and targets to support the successful management of the provision.

- In consultation with the Manager, ensuring that the *Early Years Foundation Stage* and Ofsted registration requirements are met.
- To work with the Manager to ensure the effective recruitment and induction of new employees.
- To provide a link between the trustees, staff and members of the charity, ensuring that effective communication takes place.
- To work to ensure the provision is a safe place to be, for both children and adults.
- To support and help recruit fellow trustees and encourage them to join the committee.
- To carry out all trustee duties in accordance with the Constitution.

### Chair

- To facilitate and chair meetings of the charity; including committee meetings, and general meetings, such as the Annual General Meeting (AGM).
- To set the agenda for meetings.
- To co-ordinate the work of the committee to ensure effective administration of the charity.
- To act as the 'Nominated Person' for Ofsted purposes.
- To line manage the employees of the charity.
- To support other committee members and the Treasurer.
- To support and delegate the production of the Pre-School newsletter to staff and parents.

### Treasurer

- To ensure the trustees are aware of the financial position of the charity, providing an up-to-date written statement of accounts at committee meetings.
- To ensure that all trustees are aware of their financial responsibilities and comply with the charity's financial procedures and those required by the Constitution.
- To ensure that accounts are prepared, audited or examined as appropriate.
- To present accounts to the members at the AGM.

### Financial records

- To open and maintain the group's bank account, updating the list of signatories as necessary.
- To prepare in advance an annual budget, as agreed by the trustees; to

advise the Manager of the financial implications of the budget and to monitor it regularly against financial progress.

- To issue bills and receipts on behalf of the charity and ensure that all necessary payments are made promptly.
- To ensure that the charity's financial records are maintained accurately and updated on a timely basis.
- To liaise with staff on behalf of the trustees to ensure effective control of the charity's finances.
- To ensure that bank accounts are reconciled to the charity's financial records at least once a month. To review the bank reconciliation and sign it.
- To ensure that any funds held by the committee are used in accordance with the terms of the charity's reserves policy.
- To manage staff payroll and expenses.

## Secretary

To take comprehensive and accurate minutes during meetings, type up and send out to all attendees in a timely manner.

Sometimes the administrative tasks mentioned above may be carried out by an employee, or by a trustee other than the Chair or Treasurer. However the trustees collectively have overall responsibility for putting appropriate systems and controls in place to ensure the tasks are carried out correctly and that all legal requirements are met.

## USEFUL CONTACTS

Ofsted	0330 123 1231	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Charity Commission	0845 3000 218,	<a href="http://charity-commission.gov">charity-commission.gov</a> .
NDNA	01484 40 7070	<a href="mailto:info@ndna.org.uk">info@ndna.org.uk</a>
Companies House	0303 123 4500	<a href="mailto:enquiries@companieshouse.gov.uk">enquiries@companieshouse.gov.uk</a> .



