



# Smalley Pre-School

(Registered Charity No. 1033193)

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## NEW TRUSTEE INFORMATION

### What we do

As you are probably aware, Smalley Pre-School is a charity-run pre-school, managed by a committee of voluntary trustees. Appointed trustees are in place to ensure that the pre-school is compliant with all relevant requirements and legislation and to make sure that any actions taken are in the best interests of the pre-school.

Some of the most important roles of a charity trustee are:

- To ensure the charity is fulfilling its purpose. For information on our responsibilities at pre-school, please visit the Early Years Alliance website: <https://www.eyalliance.org.uk>
- To ensure compliance with laws that the charity needs to adhere to and to make sure accounts are submitted on time. All our accounts can be viewed on the Charity Commission's website: <https://www.gov.uk/government/organisations/charity-commission>
- To act in the charity's best interests
- To ensure the charity is accountable and that the trustees are accountable to the committee
- To manage the charity's resources responsibly, managing risks and protecting assets
- To carry out your role as a trustee to the best of your ability

In order to keep our charity-run pre-school open, we must have a committee of at least five members, with a ratio of 60% parents/carers. We protect our trustees from the standard potential liabilities that are typical of being involved in a charity committee by having comprehensive insurance with the Early Years Alliance and maintaining a healthy reserves account.

### Your role

As a trustee, you will have to be DBS checked (the cost will be reimbursed) and will have to register with Ofsted (EY2). We can help you complete this process and understand the relevant legislation.

You will be asked to attend monthly meetings (lasting around 2–3 hours, at a local venue), where the committee will discuss any matters arising, planning for the future, new laws/legislation, finances and any input from staff members.

Other tasks we would like our trustees to be involved in could be:

- Applying for financial grants
- Organising fundraising events and activities
- Completing any admin tasks required (e.g. making posters/adverts, creating/updating policies, printing, social media, etc.)
- Offering assistance at fundraising events (e.g. helping on a stall, selling raffle tickets, providing refreshments, etc.)
- Undertaking (free) online safeguarding training
- Voting on matters relating to the operation of the pre-school

It is crucial that we have volunteer trustees in order for Smalley Pre-School to continue.

From all of the committee members, we would like to thank you for considering volunteering your time and energy for such a worthy cause. Please get in touch if you have any questions.