

Appointment
to the
Board of Trustees
INFORMATION PACK



TWEEDBANK EARLY LEARNERS
(SCIO)

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“When the opportunity arose to join the Board of Trustees, I welcomed the chance to “give back”.

I thoroughly enjoy being a small part of the TEL team, working with the lovely staff and watching the children explore, learn, grow and blossom at their own pace throughout the year”

~ Voluntary Board Trustee

WELCOME

We are delighted that you are considering the role of a Voluntary Trustee on the Board of Tweedbank Early Learners (SCIO)

The Board ideally comprises of a minimum of three trustees. This process aims to recruit between one and two trustees and we are currently looking to fill the role of Secretary.

The Board works as a team, and includes members with complementary skills and backgrounds, we don't expect any single Trustee to have all the necessary skills and experience listed below. In addition we embrace diversity in our Board members.

A schedule of skills, personal characteristics and attributes of Trustees is on page 4 of this information pack, which is designed to give you a better idea about what the role of a Trustee entails.

An exciting future lies ahead for us. As a Trustee we feel sure that you will find it both a rewarding and enjoyable experience and you will play an instrumental role in ensuring the long term sustainability of our charity

If you would like to discuss the role in greater detail please contact our Board Chair Annmarie Robertson on 07838 305 369

Or email manager@tweedbankearlylearners.co.uk to arrange a mutually convenient time for an informal chat

HOW TO APPLY

If you would like to apply to become a voluntary Trustee, please send your CV with a short supporting statement detailing why you would like to join our board, to manager@tweedbankearlylearners.co.uk

Assessment for appointment to the Board of Trustees

The Trustees will hold informal meetings with applicants to discuss skills, experience and personal qualities, and to find out a bit more about you

Telling you about progress

If you are not to be invited to attend a meeting, you will be informed of the outcome of your application by email. If you are invited and unsuccessful you will be offered feedback.

Meetings

Meetings will be arranged at your convenience, and would generally be held in Tweedband Early Learners

We look forward to receiving your note of interest

Our Vision, Values & Aims

The principle **Vision** of Tweedbank Early Learners SCIO is for each child to be happy, confident, stimulated and secure in a calm, nurturing environment of mutual respect

We are committed to providing a child-centred, creative environment in which our children can grow and develop their capabilities as successful learners, confident individuals, responsible citizens and effective contributors to society



We **Value** the importance of your child's early year's experiences and we are committed to ensure that both you and your child have opportunities to be involved in every aspect of our provision

Our Aims

- ❖ To provide a happy, safe and stimulating environment where children, parents, carers and visitors feel welcomed and valued as members of our community
- ❖ To support the holistic learning and development of our children. We aim to encourage and inspire the children to grow in self-confidence, self-esteem and independence
- ❖ To encourage problem-solving skills, imagination, creativity, a love of the outdoors and to foster a love of lifelong learning and discovery through providing opportunities for child-led imaginative free play
- ❖ To encourage and enable all children to develop an understanding of their own and others feelings, and an awareness of other cultures and beliefs
- ❖ To provide a curriculum which is broad and balanced and which offers our children continuity, progression and choice: and to reflect on our practice in order to improve the range and quality of experiences for all children, the impact of these experiences, and the outcomes which they achieve
- ❖ to support our dedicated, professional and enthusiastic staff team, and provide opportunities for the on-going professional development needed to deliver high quality early learning & childcare for our children

ROLE DESCRIPTION – VOLUNTARY TRUSTEE

PURPOSE OF THE POST

The role of the Board is to safeguard and promote the Vision, Values and Aims of Tweedbank Early Learners (SCIO)

To determine the strategy and structure of the charity, and to ensure that it operates in an effective, responsible and accountable manner

RESPONSIBILITIES OF THE POST

- To ensure that Tweedbank Early Learners (SCIO) complies with its governing Constitution and any relevant legislation or regulations, including charities legislation, and to work in accordance with OSCR good practice guidance
- To contribute actively to the Board of Trustees, and to be collectively responsible for the actions of the organisation along with your fellow Trustees
- To safeguard the good name and values of the organisation
- To represent the charity at functions and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a Trustee. Having a conflict of interest will not necessarily bar you from becoming a Trustee with us, often these just need to be declared
- To ensure the effective and efficient administration of the charity, and ensure its financial stability and sustainability
- To make sure the organisation is properly insured against all reasonable liabilities
- To contribute to the appointment, ongoing development and pastoral support of our staff, including where appropriate, members of the senior management team

“Early Learners has the potential to be a sector leading ELC setting, it is a fantastic asset to our community that we need to protect”

~ Voluntary Board Trustee

OTHER DUTIES

In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions.

This will involve:

- Focusing on key issues and providing guidance
- Attending meetings, including reading any relevant documents in advance of meetings
- Being willing to participate in delegated tasks required out with Board meetings in order to support the senior management team to undertake their roles effectively
- Participating in other tasks as arise from time to time, such as interviewing senior managers, helping with fundraising and social events, etc
- Keeping informed about the activities of the charity and wider issues which may affect its viability and sustainability
- Following the charity's Staff and Trustee Code of Conduct

ESSENTIAL QUALITIES AND SKILLS

- A commitment to the Vision, Values and Aims of Tweedbank Early Learners (SCIO)
- A willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind, in a constructive way
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of the charity

The Board of Trustees collectively needs to have skills and experience in the following areas:

- Human Resources, Staff Management, Employment Law
- Finance and Business Administration
- Administration (Secretarial skills)
- Marketing
- Charity fundraising, identifying funding opportunities and submitting grant applications

“I decided to become a Trustee to show my dedication to this fabulous community group”

~ Voluntary Board Trustee



“I came onto the board to show my appreciation and help out where I can, so parents now and in the future can trust this setting to help their children grow”

~ Voluntary Board Trustee

TIME COMMITMENT

The Board meets formally once per school term. The timing of these 4 meetings can be planned to suit the Trustees, and last no longer than 2 hours. We also have 'catch ups' via a closed FB group where we can discuss and make decisions on any matters as they arise.

Trustees are also made very welcome at other meetings held by the charity such as Parent or Staff meetings, social events, etc.

All face to face meetings are normally held within Tweedbank Early Learners (SCIO)

We estimate that there may be other duties which would take up to one day per month

New trustees will receive a full induction and the opportunity to meet the staff team – all time given by our trustees is very much appreciated by the whole TEL team

RENUMERATION

This is a voluntary appointment and as such is unpaid.

Expenses are not reimbursed presently, consumables such as stationery will be supplied to you

LENGTH OF APPOINTMENT

The Constitution of the charity provides for the retirement and re-appointment of Trustees.

LIABILITY OF TRUSTEES – There is no financial liability to becoming a Voluntary Trustee on our Board.

Please note the following excerpt from the charity's Constitution

(of which you will have full view on appointment to the Board)

Liability of members

7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible

8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally

“I decided to become a Trustee to show my support to this wonderful community setting.

Tweedbank Early Learners' vision, values and aims are how I feel children should be supported during the important stages of their early development

I continue to be impressed by all the staff and look forward to what the future holds”

~ Voluntary Board Trustee

CURRENT BOARD MEMBERS

Our Voluntary Board Trustees are:

CHAIR

Anmarie Robertson

TREASURER

Susan Chapman

SECRETARY

Vacancy

CONTACT US

Phone: 07838 305 369

Email: manager@tweedbankearlylearners.co.uk

trustee@tweedbankearlylearners.co.uk

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TWEEDBANK EARLY LEARNERS (SCIO)

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