|  |
| --- |
| Appointment to the Board of TrusteesINFORMATION PACK |
| C:\Users\manag\Pictures\TEL scio key images\TEL logo for online.jpgTWEEDBANK EARLY LEARNERS (SCIO) |
| **CONTENTS**

|  |  |
| --- | --- |
| Welcome and overview of the Appointment Process  | 1 |
| Our Vision, Values & Aims   | 2 |
| Role Description: Purpose of the Post and Responsibilities  | 3 |
| Other Duties, Essential Qualities and Skills   | 4 |
| Time Commitment, Liability of Trustees, etc.   | 5 |

  |  |

# **WELCOME**

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

The Board presently comprises of three trustees, two of whom are due to retire by September 2021. This process aims to recruit between two and three trustees.

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 to 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**

Due to the current COVID-19 situation, the meetings will be held via Microsoft Teams, to be arranged at a mutually convenient time

***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* |

|  |
| --- |
| **TIME COMMITMENT** The Board meets once per school term. The timing of these 4 meetings can be planned to suit the Trustees, and last no longer than 2 hours. Trustees are also made very welcome at other meetings held by the charity such as Parent or Staff meetings, social events, etc.All 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 monthNew trustees will receive a full induction and the opportunity to meet the staff 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*** |
| **CURRENT BOARD MEMBERS**Our Voluntary Board Trustees are:CHAIRAnnmarie Robertson TREASURERClaire BarrSECRETARYLucy Mackay**CONTACT US**Phone: 07838 305 369 / 01896 756167Email: manager@tweedbankearlylearners.co.ukWeb: www.tweedbankearlylearners.co.uk |
|

|  |  |
| --- | --- |
| C:\Users\manag\Pictures\TEL scio key images\TEL logo for online.jpg | TWEEDBANK EARLY LEARNERS (SCIO)Tweedbank Community CentreEssenside DriveTweedbank, GalashielsTD1 3RT |

 |