

# Trustee Meeting

## 10 October 2023 - 8pm

### Minutes

**Present**        **Sarah Synes (current chairperson)**  
                     **Gaye Jarvis**  
                     **Annabelle Pocock**  
                     **Vicky Donnellon**  
                     **Gemma Bonner**

Thank you for attending.

Unfortunately Kelly has had to stand down due to DBS / EY2 issues. I can confirm that Annabelle Pocock has agreed to join us as a trustee. Annabelle works in a bank so will be an asset for the financial side of the setting. Annabelle also has 3 children ages 17, 14 and 11. Vicky will sort out a DBS and EY2 and we can move forward. The preschool has continues to be well run under Vicky and Gemma, we have no concerns as to why this wouldn't continue.

Below is a copy of our minutes from our last meeting.

Introduction – Thank you for attending this meeting, the following statement is why I have called the meeting.

*Clause 6(2)(b)iii of the proposed CIO's constitution states that "a paid employee of the CIO may be appointed as a charity trustee, where his or her employment occurs prior to his or her trusteeship". We can advise that the CIO is a new legal entity which is established and comes into existence only when it is registered by the Charity Commission. The decision to employ staff within the new entity must be considered afresh by the CIO's trustees. As trusteeship commences on the date on which registration takes place, the view is taken that employment within the CIO does not occur prior to trusteeship so clause 6(2)(b)iii cannot be relied upon to allow an employee of the predecessor unincorporated charity to become a trustee of the CIO. The Charity Commission will need to issue consent to the employment of staff by the proposed CIO under clause 6(1) of the constitution once the CIO is registered.*

I explained that the issue is that Vicky and Gemma are both employed with the existing charity but they will be reemployed within the new CIO status. We need to discuss the following points to be in agreement as to why we believe they could form part of the trustees.

Vicky Donnellon – Business Manager

Vicky has been part of the preschool since her children attended. Vicky was part of the committee as the Treasurer. In 2013 the committee at the time decided that Vicky be employed on a business role which entailed, invoicing parents, banking and payroll etc.

In the spring of 2016, the preschool manager left, a new manager was employed, it was decided that Vicky would work for 3 days within the setting. Vicky started and completed the Cache Early Years Childcare course obtaining an A grade. Vicky then had her own key children and one in particular with additional needs, she attended relevant courses. When a manager left, Gemma was employed as manager, it was decided that Vicky and Gemma would be joint managers.

Gemma Bonner was employed in 2016 as a practitioner she completed her Cache Early Years child care course and obtain an A grade. Gemma continued to work under a manager and obtained experiences working with the children, attending courses and extending her knowledge base. In July 2019 the manager left to pursue a teaching role in a primary school. This left an opening for a manager, an advert was placed and Gemma applied. Interviews were done by 2 members of the committee. Gemma was employed.

Due to Gemma being new to the role and Vicky being integral to the running of the preschool, they were made joint managers and both now fulfil Senco and safeguarding roles.

Vicky and Gemma have a good working relationship.

### **1 – what are the advantages/disadvantages of having employees as trustees?**

Advantages – both have extensive knowledge of the preschool and run it day to day. They have a good relationship with staff, children and parents.

The business manager will continue to submit financial reports to the rest of the committee, any large purchases will be agreed by all trustees to ensure it is a requirement is an essential expense.

When talking to parents they will have knowledge of the day to day running of the preschool and all background information.

Vicky can organise meetings, keep records and coordinate between trustees.

They have knowledge of how the preschool can progress and develop over the short term and long term

Disadvantage – conflict of interest.

### **2 - are they qualified for the work – what is their qualifications, number of years working etc**

Yes both have extensive experience of working within childcare and in particular at Lunsford Park Preschool

### **3 – What is their job role – detailed and documented?**

Attached.

### **4 – Is their salary reasonable and in-line with national averages and how did the non conflicted trustees come to that conclusion?**

Their wages are in line with the national averages and wages have always been agreed by committee members. Although Vicky is the Business Manager and part of the committee, she has had no involvement with salaries, this was agreed by the 3 committee members, Chair, Secretary and Treasurer.

**5 – How is this staff member going to be line managed and reviewed?**

As the current chair, I complete their staff supervisions. Previous supervisions are kept and reviewed at the next meeting. This is completed 3 times a year.

**6 – How do you envisage managing conflicts of interest?**

As we will have 5 trustees, there will be a 3:2 ratio, the trustees not employed will have overall say if it is decided by all trustees that there is a conflict of interest. Employed trustees will not be paid to attend trustee meetings, in line with all trustees attending.