



NEW AND LEAVING TRUSTEES **COMMITTEE POLICY/GUIDANCE** **COMMITTEE REQUIREMENTS**

The Governing Document states that the Parent Management Committee (PMC) must be made up of a minimum of 5 members (to include the 3 offer roles) and a maximum of 9 members. It is a requirement of the Charity Commission Regulations that this minimum number of members is maintained.

The Governing Document does not state a maximum/minimum term the Trustee should remain as such.

APPOINTMENT OF TRUSTEES

Impstone & Cherry Trees Preschool Parent Management Committee is governed by the requirements of the Preschool, Learning Alliance Constitution 2011 and works within the preschools published Equal Opportunities Policy. It uses the Charity Commission Recommended Guidelines for the appointment of Trustees and complies with all legally and regulatory required check procedures.

All Parents/Guardians of children attending the preschool (Funded or otherwise) are Family Members.

At present, the Trustees are appointed from the Family Membership base. However, subject to various assessments and to meet an identified knowledge/experience need within the Parent Management Committee, the PMC may appoint Trustees from other areas of the community or affiliate members through advertising.

A Trustee may be appointed while checks are undertaken but will be required to complete and sign a Declaration of Eligibility.

All Trustee roles are subject to nomination and appointment by vote.

On appointment, the new Trustee will be sent a welcome letter from the Chair of the Committee and will be asked to complete a number of forms and checks, before being eligible to vote. It is the responsibility of the new Trustee to familiarise themselves with policy and procedure.

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LEAVING AS A TRUSTEE

Should a Trustee wish to leave, the Committee request they give 6 or more weeks' notice (half a term) in writing. This should allow the Committee time to nominate and appoint a replacement, maintaining compliance. Should the Committee fail to appoint a new Trustee within this time, the Committee may request the Trustee remain as such until a replacement has been formally appointed. The Committee must have made all reasonable efforts to have nominated and appointed a new Trustee.

In exceptional circumstance it may not be possible for the leaving Trustee to provide the required notice or remain until a replacement is found. In this event, the Chair will ensure the Charity Commission is contacted and advised.

In the event that the leaving Trustee fills an Officer role, the Committee may appoint a member of the current Committee in an acting role until such time as a replacement can be appointed.

REMOVAL OF FAMILY MEMBERSHIP

Should Preschool fees payment not be met, Family Membership will cease within 2 months of the payment due date.

REMOVAL OF A TRUSTEE

If a Trustee has acted in a way as to bring the Preschool into disrepute or has failed to abide by the rules of the Constitution, they may be required to leave.

The Committee are bound by the process outlined in the Constitution, giving written notice to the Trustee, and giving the member not less than 14 days to submit their response in writing. The Committee will inform the Trustee of their decision in writing. The Committee decision is final. The Committee may take legal advice and refer to the Charity Commission. The Committee may have reference to the Companies Act 2006.

ADMINISTRATION

IN ALL CASES, THE CHARITY COMMISSION TRUSTEE DETAILS MUST BE UPDATED IMMEDIATELY THE TRUSTEE APPOINTMENT CHANGED.

This is the responsibility of the Chair/Secretary of the Parent Management Committee

Ofsted MUST ALSO BE INFORMED - This is the responsibility of the Preschool Manager,

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