Woodborough Village Pre-school's trustee code of conduct

The trustees of Woodborough Village Pre-school are jointly responsible for the control and management of the charity. This document outlines the expectations of trustees in carrying out their role.

Values and principles

- To act in the best interests of the charity and the children and families who access its services.
- To commit to achieving the aims of the charity and to act in accordance with the charity's governing document, policies and procedures to fulfil its objectives.
- To act prudently and with care when managing the finances, resources and operations of the charity.
- To commit to ensuring the charity provides quality childcare provision based on equality of opportunity and valuing diversity for all children and families.

Law

- To understand your legal responsibilities and to keep up-to-date with good practice; in order to ensure that the charity meets relevant statutory and legal requirements.
- To contribute to ensuring that all policies and procedures comply with relevant legislation.
- To ensure the childcare provision is operating within the requirements of the Early Years Foundation Stage framework.

Safeguarding and child protection

- To support the charity's commitment to safeguarding children.
- To follow the charity's safeguarding children and child protection policies and procedures, to ensure that all children in the care of the setting are protected from harm.

Meetings

- To aim to attend all trustee meetings; sending apologies in advance where possible.
- To play an active part in discussions and decision-making; exercising your own independent judgement, but understanding that decisions are collective.
- To ensure that any matters raised individually are brought to the attention of all trustees, where appropriate.
- To work effectively as part of a team with the other trustees, avoiding disagreements; expressing your own ideas, perspectives and opinions and in return respecting fellow trustees' views and experiences.

Conflicts of interest

- To avoid any potential conflicts between personal interests or loyalties and trustee responsibilities. Where identified, to bring these to the attention of the trustees and withdraw from taking part in any discussions or decisions in relation to these matters.
- To not misuse the role of trustee to gain preferential benefits or treatment.
- To not accept any gifts, hospitality, payments or financial benefit for being a trustee, except for reasonable expenses that have been approved by the trustees.

- To ensure permission is provided by the charity's governing document or the Charity Commission before receiving any payment for another role within the charity.
- Where another role is carried out for the charity, to agree to keep the two roles separate, and to withdraw from taking part in any trustee discussions or decisions in relation to the other role.

Confidentiality

- To respect the privacy of children, their families, employees and other trustees of the charity.
- To abide by the setting's confidentiality and information sharing policies and to only share information appropriately and when required.
- At the end of your term of office, keep confidential all matters that arose during your time as a committee member.

Spokesperson

- As a spokesperson for the charity, to act professionally and only communicate information as agreed by the trustees.

Support

- To seek information, advice and guidance from relevant people or organisations as required.
- Where necessary, to undertake learning to ensure trustee duties are carried out effectively.
- To actively support the employees of the setting.
- To ensure that suitable inductions are arranged for all new trustees and employees.

Leaving the committee

- To give notice in writing to the trustees on wishing to resign. Where resignation would leave the charity unable to reach the minimum number of trustees, to remain on the committee until a suitable replacement is found.
- To understand that any trustee that brings the charity into disrepute provides fellow trustees with the power to pass a resolution to remove them as a trustee and a member of the charity.
- Any information or equipment that you have in your possession as part of your role on the committee will be returned to the setting. Any copies will be destroyed. This includes electronic information.

The charity's obligations to trustees

- To be kept informed of the finances and any business activities relating to the charity and to be involved in the discussions and decision-making on these matters.
- To be informed in advance and given an agenda for all meetings.
- To have your views and opinions respected by fellow trustees.

As a trustee of Woodborough Village Pre-school I agree to abide by the fundamental values listed within this code of conduct.

Full name: _____

Position: _____

Signature: _____ Date: _____