



Goostrey Pre-School Trustees Handbook

Reviewed August 2025

"Our mission is to serve our village and community by providing a caring, safe and quality environment where children play purposefully and engage in thoughtfully planned learning experiences. Children at Goostrey Pre-School will leave us ready to flourish at school."

This handbook gives an introduction to the work of the voluntary Committee at Goostrey Pre-School. Being part of a committee can be both enjoyable and rewarding. Individuals bring with them various skills, talents, expertise and ideas that can be used to enhance the group. In return, opportunities to develop new skills in areas such as management, marketing and recruitment can be gained.

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Goostrey Pre-School is a community-based group, located in the heart of the village, which has been running in the village since 1967 and has become a valued part of our local community. We operate with the full support of Goostrey Community Primary School, and offer education and care for children from two years to school age.

Our Pre-School is OFSTED registered on the early years register to provide childcare from 0 – 5 years old. We were rated “Good” by OFSTED at our last inspection in July 2022. As a charity, we are affiliated to the Early Years Alliance (EYA) and rely on grant funding, fees payment and fundraising to keep us running. Our Charity Commission number is 1180435.

Trustee Responsibilities

- Collectively responsible for upholding the Pre-School's charitable purpose of providing high-quality early years education and care.
- To be aware of, and compliant with, all relevant laws and regulations, including those set by:
 - The Charity Commission
 - Ofsted
 - GDPR
 - Safeguarding legislation.
- To use its financial and material resources ethically, transparently, and effectively.
- Maintain accurate and accountable records, reports, and decision-making processes.
- Act in the best interests of the children, their families, staff, and the wider Goostrey community at all times.

Committee Responsibilities

To run a successful committee, we need different people with a variety of skills. Most importantly enthusiasm is a must. Our committee is made up of:

- Family Members – Between 2 and 9 parents who are voted onto the committee at the AGM.
- Co-opted Members – up to 3 people, sometimes those without children at the Pre-School, who are enlisted for their expertise in certain areas.

Each committee member must pass an enhanced DBS check carried out by the Pre-School manager.

Trustees are expected to:

- Uphold the values and mission of Goostrey Pre-School.
- Attend meetings, read key documentation, and contribute actively.
- Declare any conflicts of interest and act with integrity.
- Maintain confidentiality and respect sensitive information.
- Support collective decision-making and accept majority outcomes.
- Foster a professional, inclusive, and respectful environment.
- Never act in a way that undermines staff or daily operations.

Trustees are not expected to:

- Become involved with teaching or curriculum delivery.
- Manage staff directly (except the Manager, where relevant).
- Involve themselves in day-to-day operational decisions.

The Constitution

The constitution is the set of rules by which the Pre-School is run and how the Trustees organises itself. It is a Trustees role to check that the charity is fit for purpose. It will qualify how meetings and how the AGM should be run, amongst other things. A copy of the current constitution can be found on the Pre-School website.

Staffing and Committee Roles

The Pre-School is currently managed by Becca Gledhill and Business Manager Sally Harrison. The team is made up of varying skilled practitioners and each child is assigned a Key worker. The Trustees are expected to work collaboratively with the Management team to ensure the success of the Pre-School.

Role of Chair- Jessica Moores

Curriculum & Development Oversight

- Chairs trustee meetings and provides overall strategic direction
- Works in partnership with the Manager to ensure the curriculum meets EYFS standards
- Reviews how learning supports child development, inclusion, and wellbeing
- Ensures curriculum and staff development are regularly discussed by the board
- Leads on safeguarding oversight, supporting robust policy compliance and trustee awareness

Role of Treasurer – Katy Lane

Financial Oversight

- Develops and monitors the annual budget and long-term financial strategy alongside the Business Manager
- Oversees bank accounts, payroll, and ensures financial controls are in place
- Ensures compliance with financial responsibilities to Charity Commission, HMRC, and funders
- Submits Annual Charity Commission

HR/Staffing Trustee – [REDACTED]

- Employer oversight
- Compliance with employment law, safer recruitment, and staff contracts
- Verifies staffing levels meet statutory ratios and qualifications
- Approves and reviews CPD plans and staff development strategies
- Supports the Manager in managing formal staffing issues when appropriate
- Champions positive staff wellbeing and workplace culture

Fundraising Lead – [REDACTED]

- Leads on fundraising and family social events throughout the year
- Develops local partnerships alongside Manager
- Supports Pre-School involvement with community events
- Looks into eligibility for grant applications

Grants & Bids Lead – [REDACTED]

- Identifies suitable grant and funding opportunities for capital equipment, trips, and enrichment activities.
- Writes and submits persuasive, well-researched funding bids in line with preschool priorities
- Works with the Manager and staff to gather accurate project information and costings
- Maintains positive relationships with funding bodies and community partners
- Monitors funded projects and provides updates or reports to funders as required
- Ensures all grant applications meet relevant legal, financial, and governance requirements

Marketing and Community Engagement Lead -

- Develop and oversee a marketing strategy alongside the Manager
- Support community engagement
- Support digital and social media presence

Other Trustees -

Trustees and Pre-School Manager standing agenda items

- Manager to provide trustees with half-termly reports covering curriculum, staffing, child development, and safeguarding.
- Trustees and Manager to share and discuss progress on the strategic development plan and associated actions.
- Trustees and Manager to discuss any finance related updates
- Trustees to contribute to Ofsted preparation, including self-evaluation and quality planning through learning walks and observations within the setting half termly.
- Manager to raise any operational risks, incidents, or notable changes with trustees.
- Manager to offer professional insight to support informed governance decisions.

Time commitment

Annual AGM

This happens once a year at the end of 'Autumn 1'. It is open to families, staff and the public. It is a chance for all to hear about the Pre-School's successes and challenges of the past academic year. The agenda and details are distributed beforehand. Full reports from the past year are given by the Chair, the Manager and the Treasurer, included checked accounts from the previous year. This meeting serves as an official handover between the old committee and the new, so committee members are elected or re-elected and new general members are nominated and then voted in. There may be changes to the constitution (our legal "rules" of operation) that need to be discussed and voted on. Any resolutions are proposed by a member and seconded, then opened to the floor for discussion before any decisions.

Trustees meet half-termly for scheduled board meetings.

Usually via video call. Minutes are taken during these and actions are implemented going forward. For any missing Trustee, or if at any time decisions need to be made outside of these meetings, the WhatsApp group is used to raise an issue and voted on within this format. A minimum of 2 Trustees must acknowledge and vote on the issue for it to be agreed.

Additional hours

Officers (Chair, Treasurer, HR Trustee) typically contribute additional monthly hours

- Occasional extra time may be needed for:
 - Events
 - Recruitment
 - Working groups

Handing Over

After new Committee members are elected at the AGM, the Chair, Management Secretary and Treasurer (known as "Officers") hand over all of the information, email accounts and paperwork they have used during

the previous year. New details of the Officers are sent to the Bank, to Ofsted, to the Early Years Funding Team and the Charity Commission. All new members need to apply for a Disclosure and Barring (DBS) Certificate relevant to Committee roles. They also need to apply to be put on to the Early Years Register as they will be responsible individuals within the Pre-School. The Committee contacts list is updated and emailed to all new members.

[Charity trustees: resignation and removal - GOV.UK](#)

Support available to the Committee

ACAS: Help and advice for employers and employees www.acas.org.uk

Lawcall: 24hr legal helpline, free to us as a PLA member 01455 25520

This document is reviewed annually or following changes to legislation, charity structure, or board composition.

Read by all trustees as part of their induction and annual affirmation.