

Role of The Trustee at The Treehouse School

The Treehouse School is a small, independent, non fee-paying primary school now about to enter its fourth year. Entirely dependent on donations, grants and fundraising, it is supported by The Treehouse Trust, a charity which was set up in 2011. Due to its status The Treehouse is able to work with more autonomy than many other schools. There is a bias towards experiential and outdoor learning with a strong emphasis on sustainable and healthy lifestyles. Through continuous evaluation, both from within the school and from external sources, methods for enhancing children's learning are constantly being developed. Trustees with a range of relevant skills, knowledge and expertise are appointed and are expected to be fully involved in the work of the Trust, as below.

As a Trustee of a children's Primary School, we ask that all Board members:

- are good, proactive ambassadors for The Treehouse School establishing positive links with the local community and beyond;
- in carrying out their roles, bear in mind the need to reduce the time spent by our teaching staff on administration;
- make significant and positive contributions as valued and integral members of The Treehouse team;
- attend all meetings except in exceptional circumstances or when on holiday;
- are good role models to pupils, their families and the local community;
- be aware of the impact that comments they make within the local and wider community, including social media, may have;
- support the school's fundraising efforts and events;
- ensure that the Charity Commission and Department for Education's statutory requirements and obligations are met, and that we comply with our Articles of Association;
- have honest, positive and constructive discussions about all aspects of the school and Trust's work;
- or their designated representatives, make a minimum of one visit to the school per term with a focus on an agreed and specific area of the school's work.

Consultants

On occasions, The Trust benefits from the advice and expertise of a range of skilled professionals. When appropriate, these consultants can be invited to attend Board meetings. When their consultancy ends, if they are approached or put themselves forward to become a Trustee, the normal process will be followed.

Process for the Appointment of New Trustees

1. Following a visit to the school, prospective Trustees will meet with the Chair of the Trust to discuss the possibility of becoming a member of the Board.
2. The Prospective Trustee will be invited to attend a meeting as an observer.
3. The Chair will consult all members of the Board of Trustees. If a majority of the Board agrees to the appointment, following successful checks by the Charity Commission, and having discussed and agreed on a defined role within the organisation, the new Trustee will sign a copy of this agreement and take up their position.

Resignation of Trustees

In the event of a Trustee deciding to stand down, as much notice as possible should be given and a letter of resignation should be addressed to the Chair.

Current Roles of the Trustees (see Appendix)

Every Trustee takes on at least two roles. Each group will be chaired by a Trustee, who will ensure that responsibilities are met.

- Alison Robertson: Chair/Admissions/Complaints
- Mitchell Fraser-Jones: Treasurer/Finance/New Build
- Eve Evans: Teaching and Learning/Admissions/Fundraising (General Stall)
- David Hodson: Legal/Complaints
- Jane Randle: New Build/Fundraising/Complaints
- Chris Smith: Statutory Requirements/other role(s) to be agreed
- Gillian Williams – Statutory Requirements/Finance

Current Consultants

- Andrea Turner: Teaching and Learning/Fundraising/New Build
- Jo Heydon: Statutory Requirements, Finance

Teaching Staff

- Lee Ryman: Teaching and Learning/Acting secretary
- Sharon Julian: Admissions/Teaching and Learning

Resolving Any Difficulties

In the event that a Trustee finds that they become unable to fulfil their role, or are philosophically not aligned with the work of The Trust, they will be invited to meet with representatives of The Board so that next steps can be discussed and a positive and satisfactory outcome can be reached.

This document will be reviewed annually by the Chair and the Headteacher.

Signed

Dated

Written: August 2015
Next Review: August 2016

Appendix: Description of Roles

Admissions

Review and Implement Admissions Policy and Working Together Agreement as necessary.

Chair

Prepare Agenda, chair meetings, edit Minutes. Induct new Trustees. Represent Board at Treehouse events. Review Role of the Trustees document annually.

Complaints

Review Complaints Policy annually, implement in the event of a complaint.

Finance

Oversee and manage Special Purposes account. Bank and account for all funds. Liaise with the Treasurer as necessary.

Fundraising

Raise funds. Liaise with Treasurer. Report to Trustees at every meeting.

Secretary

Circulate Meeting agendas and any other necessary communications required by the Chair. Take Minutes at meetings, send to Chair for approval, circulate.

Statutory Requirements

Where possible action and implement statutory requirements, ensure all statutory requirements are met. Report to Trustees at every meeting.

Treasurer

Prepare and submit Annual Report and Accounts. Oversee and manage trust finances. Report to Trustees at every meeting.

Teaching and Learning

Monitor the quality and progress of children's learning. Report to Trustees at every meeting.

New School Build

Liaise with Green Unit, Project Manage on behalf of The Trust. Report to Trustees at every meeting.

Legal

Handle all legal issues on behalf of The Trust.