

# Prime Time Kids Club (PTKC) Trustee Pack

Become a Trustee and help ensure we help as many local children aged 4 to 12 and their family's access affordable and high quality out of school childcare.

## What is PTKC?

PTKC is a small local registered charity (No. [1140465](#)). As a charity it is motivated to make a difference, to generate public benefit, not profit. Everything it does must help it deliver its charitable objects, i.e.

1. To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
2. To advance the education and training of the persons in the provision of such care, education and recreational facilities.

It is run by a Board of Trustees, all volunteers, who are usually appointed by our members at our Annual General Meeting, a third of which must stand down each year. The Board can appoint other trustees to serve to the next AGM. Membership is open to anyone who supports our objects and agrees to always act in the best interests of the charity.

The Board currently has six members and have appointed a Chair, Secretary and Treasurer. The Board meets at least 6 times a year (one per half term) but uses e-mail to debate issues between meetings and help inform any decisions taken by the Chair and/or its staff. The Board meets to agree policy, pricing, funding, etc. Prime Time employs a Manager who has day to day control of Prime Time's operations and who attends the Board meetings and receives supervision from a previous Chair. The Manager is responsible for all other staff, ensuring that Prime Time's policies, as agreed by the trustees, are carried out and bringing to the attention of the Board any issues that require a policy decision.

Separate to our Trustee roles, we have a small group of people made up mostly of parents of the club and some community members. who are part of our friendly, non-committal fundraising group. They are all part of a WhatsApp group where ideas and help for fundraising events can be shared and delegated. We are always keen to expand this group and welcome new helpers to join.

## Being a PTKC Trustee

Trustees are our life blood, they set the strategic direction of PTKC and are ultimately responsible for the control and management of the charity. Day to day management is delegated to the Manager. The Board meets once every half term for about 1 to 1.5 hours in the early evening at Prime Time with an agenda and supporting papers. Reading and preparation time for each Board meeting is expected, as well as reading and responding to e-mails, and it is estimated that this would be less than an hour each month (however if a trustee takes on other responsibilities this will require more time). Trustees are also encouraged to visit the setting so that they experience some of the day to day delivery of the charity.

We have a role description (see attached) and as a trustee you are expected to carry out six [duties](#):

1. Ensure that PTKC is carrying out its purposes for the public benefit
2. Comply with PTKC's constitution and the law
3. Act in PTKC's best interests
4. Manage PTKC's resources responsibly
5. Act with reasonable care and skill
6. Ensure PTKC is accountable

Prime Time is regulated by charity law (by the Charity Commission) and the Children Act (by Ofsted) and so is listed on the regulator's registers. Therefore, trustees have to ensure we follow both, but advice and support is available to help the Board do so. As we are a registered childcare provider all trustees must have a clear enhanced DBS and if a trustee does not have the appropriate DBS then Prime Time will arrange for this to be made, and pass some other Ofsted checks (again Prime Time will support trustees through this simple process).

We are looking for people who:

- Share a passion to support and champion the work of PTKC and the needs of the children and their families we serve
- Have the time and energy to make a difference to PTKC and our work
- Will work for the good of PTKC and those we aim to support
- Have some specific skills and knowledge to complement the other trustees

We would welcome anyone interested in supporting Prime Time. This year we are particularly looking for people who could take a lead on safeguarding, be our Manager's supervisor and be a lead on fundraising. Our Manager deals with nearly all safeguarding matters but our lead trustee supports the Manager when necessary and helps other trustees to understand their safeguarding roles. Although our Manager is answerable to the Board of Trustees, we need someone to provide one to one management between meetings. We are also looking for someone to help with our fundraising efforts by researching and applying for grants and supporting our small fundraising group (see above). If you want to know more about these roles please speak to Helen. We would provide training and support to those new to any role.

Being a trustee may seem to be a lot of responsibility, and means you need a lot of knowledge and expertise. However the Charity Commission, and the courts, recognise you are a volunteer and not an expert. As long as you always act in good faith and seek expert help if unsure, you will be protected. PTKC is a Charitable Incorporated Organisation which means it is incorporated, like a company, and so limits the legal and financial liability of the trustees. Also PTKC has comprehensive insurance to protect the organisation, and its trustees, from most claims that could be made against it (generally insurance will not cover any criminal activity or where trustees have knowingly acted against professional advice).

The Board is also supported and advised by its Manager to help it discharge its duties and responsibilities. We are members of CAN and Volunteer Centre Dorset, local charities that support and advise local charities. We can also arrange for trustees to attend any relevant training, especially aimed at the roles and responsibilities of being a trustee. We also seek to ensure that the Board has a balanced range of knowledge, skills and expertise that can be shared with everyone.

## **Benefits of being a Trustee**

Although being a charity trustee is a lot of responsibility it is very rewarding:

- Help make a difference to those in need
- Feel you are giving something back
- 96% of trustees learn new skills, especially strategic management
- 73% say it boost's their confidence
- 84% say it makes them happier
- 86% says it a good complement to professional and family life
- 22% say they got a promotion from it!

It is fun being a Prime Time trustee and there is the satisfaction of running a worthwhile charity that benefits local children and parents/carers. Being a charity trustee is like being a very senior executive and so trustees very often learn new skills that can help them in their personal and work lives.

Although being a trustee is unpaid we will cover reasonable expenses necessary to carry out the role such as travel, carers, telephone, etc. However charity law does not usually allow trustees to claim loss of earnings.

## **Want to know more or do next?**

So if you would like to support our work please get in touch. Don't worry if you feel you don't have expertise to share, as long as you have a passion to make sure we generate as much good for the community as we can, and are prepared to ask questions we would like to hear from you. If you are interested then please contact Helen Pugh our Manager on 07715103021 or [helenprimetimekidsclub@gmail.com](mailto:helenprimetimekidsclub@gmail.com).

If you would like to find out more about Prime Time then look at our [website](#), Facebook [page](#) or talk to Helen.

## ROLE DESCRIPTION FOR PTKC TRUSTEE

### **The statutory duties of a trustee**

1. To ensure that the organisation complies with its governing document, charity law and any other relevant legislation or regulations
2. To ensure that Prime Time Kids Club, being a childcare organisation, in particular complies with all relevant legislation and adheres to guidance produced by Ofsted as the statutory regulator of childcare
3. To ensure that the organisation pursues its objects, which are:
  - (a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays, and
  - (b) To advance the education and training of the persons in the provision of such care, education and recreational facilities.
4. To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
5. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
6. To safeguard the good name and values of the organisation.
7. To ensure the effective and efficient administration of the organisation
8. To ensure that the organisation is a legal, reasonable and good employer
9. To ensure the financial stability of the organisation
10. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

### **Other duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising committee papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise