

# FRIENDS OF ELTON SCHOOL

## ELTON CHURCH OF ENGLAND PRIMARY SCHOOL

School Lane, Elton, Peterborough, PE8 6RS

Telephone: 01832 280314 Fax: 01832 281214

E-mail: [chair@friendsofeltonschool.co.uk](mailto:chair@friendsofeltonschool.co.uk)



Each of the five elected roles, as set out in the Friends of Elton School Governance are trustees of the charity and are therefore subject to the following roles and responsibilities in addition to their elected role. These roles are:

Chair  
Vice Chair  
Treasurer  
Secretary  
FOES Lottery Administrator

### **Trustee Key Role and Responsibilities**

Along with abiding by and complying with charity law, company law (where applicable) and other relevant regulation and legislation, trustees must exercise their power in strict accordance with the Friends of Elton School governing document.

### **Charity Trustees:**

- Must act in the best interests of the charity at all times, and to the benefit of present and future beneficiaries, in accordance with the charity's governing document;
- Must act to protect the charity's property and resources;
- Must ensure the solvency and effective running of the charity;
- Must preserve any permanently endowed funds or property, but may apply to the Charity Commission in certain circumstances to change the use of any endowment;
- Must ensure that there are effective controls in place to monitor and regularly review the charity's finance and administration systems;
- Must take responsibility for the appointment and ongoing management of the chief executive officer, if they have one, and must ensure that any duties delegated to such a paid officer do not impinge on those of the trustee board;
- Must agree the strategic direction of the charity which may involve input from the charity's staff, and whom are likely to implement such long-term plans;
- Must ensure that all risks to the charity and its assets are identified, possibly in a risk register, and appropriate steps established to mitigate against those risks;
- Must state why money that is not immediately required should be invested in the most suitable manner, in line with the charity's statement of investment principles, investment policy and reserves policy, outlining any ethical reasons for the form of that portfolio.
- This portfolio should be reviewed regularly with the view to choosing the most appropriate format for the charity, and professional advice should be sought when appropriate;
- Must not personally profit from their position (reimbursement of out-of-pocket expenses is a reasonable entitlement); unless relevant permission has been gained from the Charity Commission, or the charity's governing document gives express permission.

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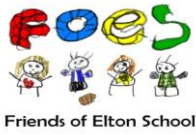
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- Should familiarise themselves with the charity's governing document and operating procedures;
- Should seek guidance from the Charity Commission, when a charity is no longer able to carry out its objects in line with the governing document, with the view to resolving the situation;
- Must ensure that proper minutes are kept recording the deliberations and decisions of meetings of the board of trustees and any sub-committees;
- Must maintain appropriate records relating to accounts and financial matters and ensure that they are audited/independently examined accordingly. This may include accounts being filed at both Companies House and the Charity Commission. Presentation of accounts should be in line with the Statement of Recommended Practice, and the Charity
- Commission's Operational Guidance 'Preparing Trustees' Annual Reports and Accounts (Including the Charities SORP);
- Where applicable, ensure that the charity is registered with the Charity Commission, and Companies House if it is a charitable company, and comply with any appropriate continuing obligations; and
- Must comply with any other legal or regulatory requirements relevant to their charity's
- activities, such as:
  - Health and Safety
  - Employment law
  - Money laundering and proceeds of crime regulations
  - Data protection
  - Commission for Social Care

### Trustee Liability:

Trustees are individually and jointly liable for any consequences arising out of a breach of trust. Trustees must make decisions collectively, but are both jointly and severally liable. It is therefore important that trustees primarily act in line with their governing document, the legal and regulatory framework and seek professional guidance on those situations that are beyond the reasonable knowledge and competence of the board. The separate ICSA Guidance Note on charity trustee liability (070615) will provide more information on this area. Generally, as long as trustees have not acted dishonestly or fraudulently, and accessed all reasonable means of support and guidance, the Charity Commission and the Courts are likely to exonerate trustees from any personal liability resulting from their actions or inactions.

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## Role Descriptions

### Chair

#### Main Responsibilities

- Leading the trustees and members of the senior management team in the development of strategic plans for the charity.
- Providing leadership to the trustees and support to the school and ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document, and appropriate legislation.
- Liaising with the charity secretary with the drafting of agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.
- Implementing an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders.

#### Main Duties

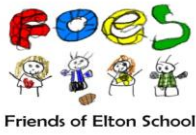
- Liaising with the charity secretary to lead on the planning, setting and chairing of trustee meetings and AGMs.
- Ensuring trustee decisions are acted upon.
- Representing the charity at functions, meetings and in the press and broadcasting media, in line with the charity's agreed media strategy.
- Acting between full meetings of the board in authorising action to be taken intra vires e.g. banking transactions and legal documents in accordance with relevant mandates.
- Acting as the custodian of the governing document, in liaison with the trustees, reviewing its appropriateness and monitoring that the charity's activities reflect the objects set out in the governing document.
- Maintaining the trustees' commitment to board renewal and succession management, in line with the charity's governing document and/or current best practice.
- Ensuring that the performance of the board as a whole, and the trustees individually is reviewed on an annual basis.
- Contributing to the fundraising strategy of the Friends of Elton School.
- Leading and supporting the committee in raising funds to assist in the provision of such facilities or items for education at the school (not provided from the statutory funds).

### Vice Chair

#### Main Responsibilities

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- To support the chair in all aspects of their role, providing leadership to the trustees and support to the school and ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document, and appropriate legislation.
- To support the other trustees and committee in administering a fundraising strategy of the Friends of Elton School

### Main Duties

- To chair any meetings that the Chair is unable to attend and be involved in, or liaise with the committee and subcommittees organising events.
- To welcome and involve other parents into the PTA.
- To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
- To prepare with the Chair the PTA annual report for the Annual General Meeting.

### Treasurer

#### Main Responsibilities

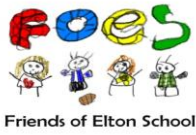
- To oversee, and present budgets, accounts, management accounts and financial statements to the board of trustees.
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the charity's policies, good governance, legal and regulatory requirements.
- To be instrumental in the development and implementation of financial, reserves and investment policies.

#### Main Duties

- Liaising, where applicable, with the Chair and other trustees in terms of financial activities of the organisation.
- Chairing any finance committee in line with standing orders and terms of reference, and reporting back to the board of trustees.
- Liaising with the charity's auditors or independent examiner, where appropriate.
- Monitoring and advising on the financial viability of the charity after liaising with the charity's auditors.
- Creating, in liaison with the finance director (where there is one), sound financial instruments for the control of charity assets.
- Implementing and monitoring specific financial controls and systems are in place accordingly and adhered to.
- To act as the holder statutory registers and books, and other legal and important documents such as insurance policies.
- Advising on the financial implications of the charity's strategic plan.
- Liaising with other trustees where applicable, to ensure that the charity's annual accounts are compliant with the current Charities SORP.

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- Acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objects.
- Contributing to the fundraising strategy of the Friends of Elton School.
- Leading and supporting the committee in raising funds to assist in the provision of such facilities or items for education at the school (not provided from the statutory funds).

### Secretary

#### Main Responsibilities

- To liaise with the chair trustees, and committee members to arrange and produce agendas and supporting papers for trustee meetings and for drafting the subsequent minutes.
- To act as charity secretary and ensure that company law, charity law, and regulatory requirements of reporting and public accountability are complied with.
- To ensure that all meetings comply with the requirements of the governing document.

#### Main Duties

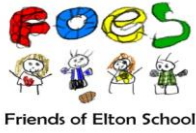
- Arranging and administering trustee meetings and committee meetings in line with legal, and other regulatory requirements, and in accordance with the governing document.
- Advise and guide the board of any legal and regulatory implications of the charity's strategic plan.
- Supporting the trustees in fulfilling their duties and responsibilities, organising trustee induction and ongoing training.
- Ensuring that trustee decisions are implemented in accordance with the charity's governing document or other internal operational procedures.
- Being an initial point of contact for stakeholders and interested parties.
- Ensuring the charity's stationery, including electronic communications (emails, websites, newsletter etc), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
- Managing various other functions of the charity, including estates, personnel, finance, pensions, money-laundering, and data protection, as delegated.
- Contributing to the fundraising strategy of the Friends of Elton School.
- Leading and supporting the committee in raising funds to assist in the provision of such facilities or items for education at the school (not provided from the statutory funds).

### FOES Lottery Administrator

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- To administer and promote the FOES Lottery.
- To support the other trustees and committee in administering a fundraising strategy of the Friends of Elton School

### Main Duties

- Acting as an additional administrator for Finance (including any electronic transactions) and any applications for funds.
- Contributing to the fundraising strategy of the Friends of Elton School.
- Leading and supporting the committee in raising funds to assist in the provision of such facilities or items for education at the school (not provided from the statutory funds).

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