

TrinityLearning Trustee Role

TrinityLearning trustees set the strategic objectives for the charity. They work as part of the trustee team (the Board of Trustees) to provide governance, monitoring, strategic planning and an overview of TrinityLearning's structure, staffing and effectiveness.

Governance means ensuring that things are done well by management and staff. Trustees govern the charity by providing support, scrutiny and challenge to management. They do this to ensure the charity meets the needs it was set up for, is well and efficiently run, is solvent and demonstrates its accountability to all its stakeholders.

The 6 main duties of governance are:

1. To ensure TrinityLearning is carrying out its core purposes.
2. To ensure compliance with TrinityLearning's governing document and the law.
3. To act in TrinityLearning's best interests.
4. To be accountable.
5. To manage resources responsibly.
6. To act with reasonable care and skill.

Trustee Attributes

Trustees should:

- Be committed to helping define and deliver TrinityLearning's purposes.
- Recognise that meeting TrinityLearning's stated public benefit is an ongoing requirement.
- Be committed to good governance and contributing to TrinityLearning's continued improvement.
- Have safeguarding training as well as DBS clearance for those working with children. TrinityLearning can support applications for DBS clearance and can provide Oxfordshire County Council generalist safeguarding training. Further specialist safeguarding training for trustees may also be required.
- Be willing to attend initial training to facilitate understanding of the role and legal responsibilities.
- Be committed to ongoing training.
- Attend trustee meetings regularly (5 times a year) and sub group meetings as necessary.
- See that TrinityLearning's policies and procedures are followed and reviewed regularly
- Be willing to work in close cooperation and collaborate with other trustees and TrinityLearning staff.

Trustee responsibilities

TrinityLearning trustees are responsible for the charity's aims and direction, finances, the employment of staff and volunteers and the essential tools for their roles and the office space they use. They are responsible for everything TrinityLearning does and can be held legally accountable for decisions made and any debts or losses.

Trustees ensure compliance with charity law, the charity's governing documents, other legislation and any other relevant regulators by ensuring that TrinityLearning operates within the charity's objects (its legal purpose) and powers. The trustees act with integrity, avoiding conflict of interest and misuse of funds or assets. The trustees also prepare and submit reports, returns and accounts as required by the charity commission.

Trustees have a duty of prudence, which means they must ensure that they have enough information to help them ensure TrinityLearning stays solvent and uses its resources for the purpose it was set up for. Trustees must take care about borrowing and any investment made and should never put the charity's reputation at risk. Trustees' duty of care requires that they use reasonable care, diligence and skill, including their own personal knowledge and experience, and take professional advice when it is needed.

The TrinityLearning Trustee Board follows the seven principles of good Governance

1. Organisational Purpose.

The Trustee Board is clear about the charity's aims and shares TrinityLearning's goals.

2. Leadership.

TrinityLearning is led effectively by the Trustee Board which provides strategic leadership in line with the charity's aims and values.

3. Integrity.

The TrinityLearning Trustee Board act with integrity, adopting values and creating a culture which helps to achieve the organisation's charitable purposes. The Trustee Board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.

4. Decision-making, risk and control.

The board make sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.

5. Board effectiveness.

The board works as an effective team, using the appropriate balance of skills, experience, background and knowledge to make informed decisions.

6. Diversity.

The board's approach to diversity supports its effectiveness, leadership and decision-making.

7. Openness and accountability.

The board leads TrinityLearning in being transparent and accountable. The charity is open in its work, whilst observing confidentiality.

The Essential Trustee

6 main duties



Ensure your charity is carrying out its purposes for the public benefit

Comply with your charity's governing document and the law



Act in your charity's best interests



Ensure your charity is accountable



Manage your charity's resources responsibly



Act with reasonable care and skill

The Governance Jigsaw – The Essential Trustee (CC3)



It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

It's not about being:

- an expert - but you do need to take reasonable steps to find out

It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

It's not about:

- preserving the charity for its own sake
- serving personal interests

It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden