**OOSC Committee Factsheet**

OOSC is not run through school, it is an independent business, which is also a charity, that is run through an elected Board of Trustees.

**This is an urgent plea on behalf of Poppy Road OOSC**

Without the Board, Club will close or be taken over by an external provider.

At the Annual General Meeting in October 2018 two Board Members stepped down and one Co-Chair gave 24 months notice and we currently have no secretary. It is vital that we get new Trustees if the Club is to continue to operate as an independent charity.

**Who are the Trustees?**

Jackie Armitage (parent) Co Chair

Kathryn McKellar Co Chair

Debbie Glover (School Head)

Emma Atkinson (parent) Treasurer

**What is the role of the Board of Trustees?**

Our objectives, set out in our constitution are

*To provide the necessary facilities for the daily care, recreation and education of children aged 4 – 14 years.*

*To advance the education and training of the persons in the provision of such care*

How we deliver this is governed by our OFSTED registration which lays down legal duties on all OOSCs and providers of care for children.

**What do the Trustees actually do?**

In brief, our work includes:-

* Meeting regularly to progress the effective delivery of our aims and problem solve
* Making sure we operate within the law
* Meeting OFSTED requirements
* Ensuring club users are kept informed
* Managing our finances, including annual review of charges and pay
* Agreeing a budget and Fundraising Strategy
* Developing and reviewing policies with the Manager, including Equal Opportunities, recruitment, induction and supervisions of staff, health and safety and Safeguarding
* Recruitment and managing volunteers and employees, including the Manager’s supervisions and appraisals

The Charity Comission sets down requirements about how we do this:

* ***Ensure that we are carrying out our purpose for the public benefit***
* ***Comply with our governing document and the law (our constitution)***
* ***Act in the Charity’s best interests***
* ***Ensure that our charity is accountable***
* ***Manage our resources responsibly***
* ***Act with reasonable care and skill***

**How much time does this take?**

As much as you can manage.

The named roles of the Chair, Treasurer and Secretary are more demanding, but the time put in is personal to each individual. The more Trustees we have, the more the workload can be shared.

The Co-chairs currently put in 4-5 hours per month but this is largely due to the lack of Trustees.

The monthly meeting run for around an hour and a half, and there’s always drinks and biscuits!

**Why would someone want to join the Board as a Trustee?**

To ensure that the Club continues to run and provide the same service.

The role provides lots of opportunity to build skills and experience in running a business, people management, HR, OFSTED requirements and Health and Safety as well as meeting new people, making new friends, socialising and having fun fundraising.

Above all, it is a rewarding role, contributing to the ongoing success and improvement of the Club, in the interest of our children, and providing vital support to the staff team.

**What is expected of a Trustee?**

* Every Trustee must get DBS clearance
* There are also some exemptions such as someone being declared bankrupt
* They also sign a Conflict of Interest disclaimer
* They must sit a short training course on Safeguarding and PREVENT every few years

**When are the meetings?**

We set a calendar of meeting dates at the AGM and meet once a month, 6:15pm usually in the school staffroom. The calendar is displayed on the outside noticeboard. We display a copy of the minutes in Club, next to the registration desk.

**Can I bring my child to the meetings?**

Yes!

**Am I personally liable if I become a Trustee?**

No. Now that we are a Charitable Incorporated Organisation, trustees are not personally liable as the Club is recognised as a legal entity.

**What happens if we don’t get new Trustees?**

In 2019 we will make a decision about the future of the club, to ensure the long term security of the setting. This includes considering three options:

1. to continue with a minimum of three trustees
2. to pass the management of the club to an external provider or,
3. to close the Club.

If the club was to go to an external provider, there is a risk that charges will increase and the way that club operates is likely to change, including additional charges, operating hours and resource budgets. We do not know at this stage what the implications may be to our staff team, and this would also be a concern.

**Want to know more?**

If you would like to speak with a Trustee or contact us via email, we would be pleased to hear from you. Or simply come along to a meeting.

Jackie Armitage, tel 07842704850 (please leave a voicemail if I don’t answer as I work full time!)

Kath McKellar tel: 07927138052 (also works full time!)

[**Committee.outofschoolclub@gmail.com**](mailto:Committee.outofschoolclub@gmail.com)

**Please support the Club and get involved!!**