

## **Chair of Trustees (Charitable Preschool)**

Tilehouse Street Preschool & Nursery, Hitchin

### *Voluntary role*

Are you looking to make a meaningful difference in your local community? Tilehouse Street Preschool & Nursery, a well-established and much-loved charity providing a nurturing pre-school experience for up to 33 two-, three- and four-year olds, is seeking an experienced and committed individual to become our next Chair of Trustees.

### **About the Role**

As Chair, you will provide strategic leadership and effective governance, working closely with a dedicated Board of Trustees – most of whom are parents of children at the Preschool. Your experience will be invaluable in guiding the Board, supporting our Preschool Manager, promoting the setting's charitable purpose and ensuring it continues to thrive and serve local families.

### **Key Responsibilities**

- Act in the best interests of the charity and its beneficiaries at all times (including avoiding and declaring situations which may lead to a conflict of interest).
- Provide effective oversight to ensure a high standard of care and education (including meeting the Early Years Foundation Stage requirements).
- Lead and facilitate trustee meetings, typically held once per term and in person (at the Preschool).
- Provide ad hoc support and guidance to the Preschool Manager as needed, including assisting with recruitment where required and supervision as appropriate.
- Induct and support parent trustees, many of whom are new to charity governance.
- Oversee compliance with charity and education regulations; this includes being the Designated Safeguarding Person and Nominated Person for Ofsted purposes, and working with the management and board to ensure all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.
- Contribute to the timely filing of all statutory forms and documents for the charity, including supporting with annual filings at the Charity Commission.

- Ensure robust financial oversight and risk management (working closely with the Preschool's Treasurer, Bookkeeper and Manager).
- Ensure effective procedures are in place to safeguard and protect the welfare of the children in the charity's care (EYFS training provided as needed).
- Champion the Preschool within the local community, including at the annual welcome evening for prospective new parents (typically held in June).
- Foster a positive and collaborative Board culture.

### **What We're Looking For**

- Strong leadership, communication and interpersonal skills.
- Ability to work effectively with a diverse group of trustees, supporting those new to governance.
- Eligible to act as a charity trustee and satisfactory Ofsted suitability checks, including an enhanced DBS check.
- Commitment to the Preschool's aims and values, fostering its continued strong reputation within the local community.
- Commitment to undertaking training relevant to the role as needed, and maintaining high standards of confidentiality and integrity.
- Understanding of charity governance is helpful but not essential.
- Previous board-level or senior management experience (any sector) and/or experience of budget management would also be helpful but is not essential.
- Commitment to remaining in the role for a number of years, to ensure stability for the setting going forwards.

### **Why Join Us?**

- Make a real impact on the lives of local children and families.
- Use your skills and experience to support a valued community organisation.
- Flexible commitment: in-person Board meetings once per term, plus ad hoc support for the Preschool Manager; expected time commitment is 5-10 hours a month, term-time only.

This is a voluntary role, subject to an enhanced DBS check.

To apply or find out more, please contact Lucy Grimwood (Acting Chair) at [lucy.grimwood@thpsn.org.uk](mailto:lucy.grimwood@thpsn.org.uk) by 30 June 2025. We look forward to hearing from you!