

Child Dynamix

Communities where children
& young people **thrive!**

Trustee Application Pack

April 2023



TRUSTEE APPLICATION PACK

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About us

Child Dynamix is a Hull based charity established in 2005, with a vision of *communities where children and young people thrive* by creating environments and delivering activities that enable children and young people to thrive and realise their potential.

We do this through our three work strands: childcare and early years education, services for children and young people, and family support.

Community Day Nurseries

Family Support

Youth Work

Our services are delivered from four main sites and regularly from other community facilities and open spaces:

- 95 Preston Road which is home to our oldest day nursery, our Childrens Centre – Little Stars and our core team.
- The Hut is our purpose built youth centre. Extended and refurbished in 2019, The Hut offers a wide range of activities for local young people and the community
- Our second day nursery is based in the Ings Centre, Savoy Road and provides childcare and education for approximately 70 children.
- 50 Boulevard is the home to our newest nursery and opened in 2016. The vision for this site is to develop provision for local families similar to that offered in our Preston Road site.

We approximately work with 3,500 children, young people and adults/carers each year.

Time commitment

- Quarterly HR and Finance Committee
- Internal Managers Planning and Performance meeting which trustees are invited to attend.
- Quarterly full board meeting
- Opportunity to attend events and ad hoc visits if trustees have time to see our services in action.



About you

Ultimately, we are interested in hearing from individuals who would like to make a difference to the lives of children, young people and their families.

We have an experienced Board of Trustees who can support those new to the role.



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We welcome expressions of interest and applications from individuals with skills in a range of areas – not exclusively or limited to the following:

- **Services for children, young people and their families** – you may have accessed services in the past, or in your current or previous job role have experience which can help to ensure Child Dynamix continues to prioritise services which have the greatest impact and best meet the needs of our service users.
- **Finance** – you have experience of accounts, budgeting and financial process
- **Legal and governance** – experience of charity or voluntary sector law and governance
- **PR and Marketing** – experience which can help to ensure that as many people as possible know about our work and the difference we make.
- **IT and systems** – to support the development of our IT systems and infrastructure.
- **HR** – support our continuous investment in our workforce.



How to apply

If you are interested and want to know more, contact Caroline East, CEO caroline.east@childdynamix.co.uk or 01482 221425.

You will be asked to complete an application form in full as part of our safer recruiting process. Successful applicants will be required to undertake appropriate recruitment and safeguarding checks, including a DBS, as well as training including safeguarding as appropriate to the role.



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Appendix A - Trustee role description

Scope and objectives

Child Dynamix is a company limited by guarantee and is a registered charity whose Trustees are responsible for ensuring that the charity fulfils its objectives as defined in the Memorandum of Association and acts in accordance with the organisations vision and principles. Trustees are responsible for the governance and strategic direction of the organisation.

The Charity Commission provides guidance of the main duties of a trustee:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the laws
3. Act in you charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

Child Dynamix Trustee duties and responsibilities are:

Statutory responsibilities

1. To ensure that Child Dynamix complies with the memorandum and articles of association, charity law, company law and any other relevant legislation or regulation.
2. To ensure that Child Dynamix pursues its objects as defined in the memorandum of association.
3. To ensure that Child Dynamix uses its resources exclusively in pursuance of its objects and does not commit resources to activities which are not included in those objects.
4. To approve Child Dynamix Strategic plan and to monitor its implementation and evaluation.
5. To set and monitor the overall policy of Child Dynamix defining goals and setting targets and evaluating performance against those targets.
6. To ensure that Child Dynamix has the resources needed to achieve its objectives, approving major financial transactions and ensuring the financial stability of the organisation.
7. Seek external and professional advice when dealing with legal matters, or those out of the scope of the Board's skill set.
8. Give time to scrutinise Board and related papers, seeking additional information when necessary to make informed decisions in the best interests of Child Dynamix.
9. Ensure key risks are being identified, monitored and controlled effectively.
10. To protect and manage the property of Child Dynamix and to ensure the proper investment of Child Dynamix funds.
11. To appoint the CEO and monitor his/her performance.
12. To support the CEO and his/her staff in the performance of their duties.
13. To ensure the effective and efficient administration of Child Dynamix.
14. To safeguard the good name and values of Child Dynamix.

Further responsibilities

1. To monitor the implementation and outcomes from Child Dynamix quality assurance programmes.

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2. To provide guidance on new and emerging policy initiatives.
3. To participate in discussions on which the Trustee has special expertise and knowledge.
4. Contribute to the promotion of Child Dynamix, taking an interest in the Charity's work.
5. To reflect the experience, knowledge and concerns, as appropriate, of the constituency from which the director is elected or appointed.

Personal skills and qualities

1. Willingness and ability to understand and accept the responsibilities and liabilities as a trustee and act in the best interests of Child Dynamix.
2. Ability to support creativity and strategy development, exercise good and independent judgement.
3. Have effective communication skills and a willingness to participate in discussion.
4. Enthusiasm for the work of Child Dynamix.
5. Identify and deal with conflicts of interest
6. Be prepared to ask questions, offering appropriate support and challenge.

Time commitment

1. Attend 4 Board meetings per year, plus annual AGM
2. Attend quarterly meetings and committees.
3. Provide additional time and support in relation to specific tasks, themes of work or issues Child Dynamix currently faces.



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Appendix B - Trustee Code of Conduct

Code of conduct for Child Dynamix Trustees.

Organisational values

This agreement describes the relationship between a trustee and Child Dynamix.

As a trustee of Child Dynamix, I accept ultimate responsibility for governing the affairs of the charity, and ensuring it is solvent, well run and delivering the charitable outcomes for the benefit of the public. I promise to abide by the fundamental values that underpin all the activities of Child Dynamix.

These are:

- **Accountability** - everything Child Dynamix does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, the workforce, funders, parliament, local authorities and the courts.
- **Integrity and honesty** - these are the hallmarks of all conduct when dealing with colleagues within Child Dynamix and equally when dealing with external individuals and organisations.
- **Openness** - Child Dynamix strives to maintain a culture of openness throughout the organisation to promote the confidence of its members, the public, the media, stakeholders, funders, the workforce, local authorities, and charity regulators.

Additionally, I agree to the following points:

Law, vision, policies

- I will not break the law or go against charity regulations in any aspect of my role as Charity Trustee.
- I will ensure the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law.
- I will ensure that the charity does not breach any of the requirements or rules set out in its Constitution and that it remains true to its charitable purpose and objectives.
- I will comply with the requirements of legislation and other regulators (if any) which govern the activities of the charity.
- I will act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.
- I will ensure that the charity is and will remain solvent.
- I will use charitable funds and assets reasonably and only in furtherance of the charity's objects.
- I will avoid undertaking activities that might place the charity's endowment funds, assets or reputation at risk.
- I will take expert advice when investing the funds of the charity or borrowing funds for the charity to use.
- I will use reasonable care and skill in my work as a trustee, using my personal skills and experience as needed to ensure that the charity is effective and efficient.
- I will ensure external professional advice is sought on all matters where there may be material risk to the charity or where trustees may be in breach of our duties.

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To fulfill these duties I will:

- Support the charitable objectives, vision and key principles of Child Dynamix and consider myself its guardian.
- I will abide by the policies and procedures of Child Dynamix, including having knowledge and understanding of the Constitution and relevant policies and procedures.

Govern the organisation

- I understand that our role as the trustee board is to govern the organisation and delegate the management to our CEO. The CEO is in turn responsible for the recruitment and management of the staff and volunteer teams.
- I understand that individual trustees do not hold the staff to account, rather the staff are held to account through the CEO.
- I understand that complaints about employee performance or volunteers should be made to the CEO.
- I will not commit the organisation to deliver any specific activities or enter into any partnerships, sponsorship relationships and funding agreements, but direct these or any opportunities to the CEO for consideration.

Conflicts of interest

- I will always strive to act in the best interests of the organisation and its present and future members.
- I will not put myself in a position where my personal interests' conflict with my duty to act in the best interest of the organisation/charity.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgement of the board and do as it requires regarding potential conflicts of interest.

Person to person – relations with others

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow Charity Trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as Charity Trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as Charity Trustee.
- I will support the Chair in his/her role.
- I will support the CEO in his/her executive role.

Protecting the Charity's reputation

- I will not speak as a Charity Trustee of this organisation to the media (whether print, digital, broadcast or social media) or in a public forum without the prior knowledge and approval of the Chair of Child Dynamix or before consulting the Chief Executive Officer.
- When prior consent has not been obtained, I will inform the Chair or Chief Executive Officer at once when I have spoken as a Charity Trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this charity, my comments will reflect current policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

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- I will at all times strictly maintain organisational, trustee board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- Unless specifically and lawfully authorised to do so, I will not personally gain materially or financially from my role as Charity Trustee, nor will I permit others to do so as a result of my actions or negligence.
- If I make any claim for expenses, I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the Boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Child Dynamix.
- I will abide by Board governance procedures and practices.
- I will strive to attend all board meetings, or if unable to attend give apologies and comments on items for discussion ahead of time to the Chair or Chief Executive Officer.
- I will study the agenda and other information sent me in good time prior to the meeting, be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority Board vote on an issue as decisive and final and support the board's decision publicly.
- I will maintain confidentiality about what goes on in the Boardroom unless authorised by the Chair or Board to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for the Charity Trustees.
- I will continually seek ways to improve board governance practice.
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- I will strive to identify good candidates for trusteeship and appoint new Trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive Officer in his/her executive role and, with my fellow Board members, seek development opportunities for him/her.

Liability and breach of this agreement

- I understand that as a charity trustee I can be held personally liable for a breach of trust which falls outside the trustee Indemnity policy, e.g. recklessness.
- I understand that a breach of the *trustee agreement* may result in my conduct being referred to the Board and could lead to my removal from office.

Leaving the Board

- I understand that substantial breach of any part of this code may result in my removal from the Board of Trustees.
- Should I resign from the Board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.
- If I am disqualified to act as a trustee under Charity Law, I will immediately notify the chair.

I have read through and agree to abide by the statements made in the code of conduct document above:

Signatures

I have read through and agree to abide by the statements made in the code of conduct document above:

Trustee's signature:

Signed:

Print name:

Date:

Chair's signature:

Signed:

Print name:

Date:



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