

Trustee's Information and Duties

Linda Phillips is the Company Secretary

Michael Mitchell is the Treasurer

Valerie Stapleton is the Chair of Trustees

Other Trustees: Darren Coughlan, Glenda King, Graham Cocking, Victor Willmott, Martha McDonald, Jacqueline Thompson

Trustees at Roots and Shoots must have the relevant skills for the organisation in terms Finance, education and disabilities.

Individuals are chosen on the basis of their skillset and what they can contribute to the charity.

It is the duty of Trustees to ensure that the charity is legally compliant and financially solvent.

Trustees hold a **General Quarterly Meeting** where all matters are discussed, including finance. A risk report is created by the director and presented to trustees. Quarterly management accounts are presented to the board for discussion and approval.

Other items discussed during the quarterly meeting: Student safeguarding and equality standards.

Trustees also hold a quarterly **Finance and General Purposes Committee**

The Finance and General Purposes Committee comprises Linda Philips, Darren Coughlan, Michael Mitchell and Victor Willmott. The Committee then reports on the charities finances and potential risks to the organisation for discussions during the quarterly meeting.