



## **Becoming a Trustee: FAQs**

### **1. Can I become a PSA trustee?**

Yes, if you are over 18, a parent or carer or member of staff. However, anyone who has been disqualified as a company director, or is an undischarged bankrupt or has an unspent criminal conviction cannot.

### **2. How will you decide who becomes a trustee of the PSA?**

The four officers – Chair, Vice Chair, Treasurer and Secretary will become trustee by virtue of their office. Up to another 4 people can also be elected; they can be a parent/carer or a member of the school staff.

### **3. If I am elected, how long will I be a trustee for?**

For 1 year until the next Annual General Meeting. You can stand for re-election to the same position.

You are also able to resign during your trusteeship if you wish to.

### **4. How do trustees make decisions?**

All decisions concerning the PSA are taken by all the trustees, acting collectively and as a team (subject to the power of delegation). However, the decisions need not be unanimous; a majority decision is sufficient.

### **5. Can trustees be paid for their duties?**

No, most trustees are unpaid, and must not benefit financially in any way from their connection with the charity. Trustees are entitled to receive reasonable and necessary out-of-pocket expenses, but they must not benefit, either directly or indirectly, from the charity by, for example making contracts to do business with the charity.

### **6. Do trustees have to keep accounts?**

Yes. The PSA must prepare annual accounts and there are legal requirements relating to:

- maintenance and retention of accounting records;
- preparation of Charity Accounts and Annual Reports;
- audit or independent examination of accounts;
- submission of Accounts, Annual Reports and Annual Returns to the Charity Commission
- availability of Accounts to the public.

## **7. What are PSA trustees' duties in relation to fundraising?**

Trustees must ensure that they have proper control of funds where people are raising money on their behalf. They must ensure that funds are spent (or earmarked) for the purposes for which they were raised. Where trustees give permission for people to raise money on their behalf (such as someone undertaking a sponsored event) all funds raised should be paid into the PSA bank account before the deduction of any expenses.

## **8. What are the financial duties of trustees?**

The trustees must ensure that its finances are used appropriately, prudently, lawfully and in accordance with its objects. Trustees must act reasonably and prudently in all matters relating to the charity and must always bear in mind that their prime concern is the PSA's interests. They must not let any personal views or prejudices affect their conduct as trustees.

## **9. How often do trustees need to meet?**

They must meet as often as needed to do justice to the affairs of the PSA and make well-informed decisions. Trustees who do not meet often enough risk breaching their duty of care. The Constitution sets out the quorum for meetings of the trustees. Trustees must ensure that their number does not fall below the minimum required for a quorum or, if it does, that it does not stay below that number.

## **10. As a trustee do I need a DBS check?**

Yes. All trustees will be required to have a DBS check which the PSA will arrange.