

Croydon Scouts
Connect

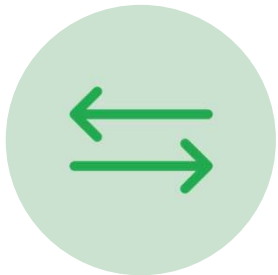
Trustee Governance
Workshop



Scouts
Croydon

Workshop Objectives:

- Highlight the changes made to Scout Trustee Boards since 2023
- Identify actions your trustee board should have taken by now and at AGMs
- Discuss trustee board meeting agendas
- Trustee Eligibility



**THE MOVE TO
TRUSTEE BOARDS**



**BOT AGMS &
CONSTITUTIONS**



**BOT AGENDA
ITEMS**



**TRUSTEE
ELIGIBILITY**

The Move to Trustee Boards

Heads or Tails: Trustee Responsibilities



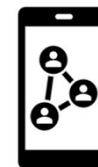
**Organising
Fundraising
Events.**



**Maintaining the
Roof.**



**Maintain the
group Minibus.**



**Advertise the
group on social
media.**



**Prepare the
Annual Report.**

Heads or Tails: Trustee Responsibilities



Organising Fundraising Events

This is an operations task. Trustee boards are focused on governance and strategy, ensuring finances are properly managed.



Maintaining the Roof.

Trustee boards need to consider risks including property risks, and ensure that the roof is maintained – but they do not need to organise this.



Maintain the group Minibus.

Operations task – though trustee boards should exercise oversight to ensure that vehicles and equipment are properly maintained.



Advertise the group on social media.

Support task. PR and marketing responsibilities are not a Trustee Board task, but the trustee board may agree strategies or policies around these areas.



Prepare the Annual Report.

Trustee Boards are responsible for preparing and reviewing an annual report and statement of accounts. Their support team may take care of day to day finance admin.

Trustee Boards:

“The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee Board governance helps our volunteers deliver fantastic programmes that give young people skills for life.”

Trustee Boards work to ensure that Groups:

- Manage money well
- Follow scouts policies and relevant legislation
- Look after buildings insurance and property
- Manage risks
- Help the charity operate well today and in the future

Volunteers in our group are already busy – we can't ask them to take on more. Does this mean that Trustees can't get involved in fundraising, or maintenance etc?

No – but...

Trustees can be part of the group's support or leadership teams or sub-teams – but they need to be able to change “hats” easily.

When acting as a trustee, members of the board need to think strategically about the group, rather than focusing on day-to-day operations.

When focusing on governance, the role of the trustee board is to get to a position of confidence that the relevant task is being done (e.g. safety, insurance, maintenance) NOT do it themselves.

Trustee board constitutions

1

- 2023 – Rename Executive Committees to “Trustee Boards”

2

- 2024 – Review and adopt or modify the POR model constitution during your AGM, documenting any amendments.

3

- 2025 & Subsequent AGMs – readopt the model constitution (and any amendments) and reconfirm your quorums, as well as other agenda items

Whats in your constitution?

POR	Item	Contains
5c.1.2	Charitable Objectives:	
5c.1.3 / 5c.1.4	Membership of: • Group Scout Council • Group Trustee Board	Clarifies who will be in these groups.
5c.1.5	AGM Overview	Agenda for your AGM
5c.1.6	Group Trustee Board – Purpose	Agenda for your Trustee Board meetings
5c.1.7	Group Scout Council – Meeting Conduct	Notice, Voting rights & Minuting of AGM
5c.1.8	Trustee Board – Meeting Conduct	Notice, Voting rights & Minuting of Trustee board

Trustee Board Meeting Agenda

HQ Recommended Meeting Cadence



Discussion – Risk Registers

Groups will be asked to submit risk registers with their census by the end of February.

In groups of 4-5 discuss the key risks facing your groups. You could consider:

- **Strategic risks** – what could stop your group from achieving its aims and objectives
- **Financial risks** – what could impact on your group managing its money effectively, covering costs, being defrauded or mis-managing finances
- **Legal and Regulatory Risks** – non-compliance with laws and regulations, or failure to adapt to changes
- **Operational Risks** – safety, safeguarding, equipment, maintenance etc
- **Governance Risks** – trustee eligibility, conflicts of interest etc

Think about:

- 2-3 risk areas
- How you would class them for your group now (Acceptable, Low, Medium, High, Critical)
- How would you mitigate them and what you would look for from your Leadership Team to provide confidence they were well managed

Trustee Eligibility

Heads or Tails: Trustee Eligibility



May not have a
Criminal Record



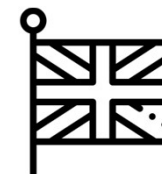
May not have
been declared
insolvent



Must have a
good credit
rating.



Must have a
degree or
professional
qualification



Must be a British
National

Heads or Tails: Trustee Eligibility



May not have a
Criminal Record.

Potentially – but
these offences
would usually
preclude them
from being a
Scouts member.



May not have
been declared
insolvent

Correct. IVAs
need to be
discharged
before a member
is eligible.



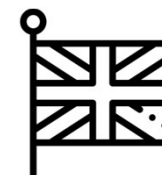
Must have a
good credit
rating.

Not Required.



Must have a
degree or
professional
qualification

Not required.



Must be a British
National

Not Required.

Individuals are ineligible to be trustees (and therefore also GLVs) if:

- They have been declared insolvent (and not been discharged)
- They have been disqualified from being a company director.
- They have been previously removed as a trustee.

You can search the three registers to check trustee eligibility, and then note this regularly in your minutes.



**Trustee
Eligibility
Registers**

**You should also check that all trustees are free of conflicts of interest
OR that these conflicts can be mitigated.**

Conflicts of interest might be:

- Where there is a potential financial benefit from being a trustee (for example, a trustee runs a local electrical business and quotes for work at the group's HQ)
- Where the trustee's duty to the group competes with that they owe to another charity or person. (For example, a trustee is also a church warden at a sponsoring church, or a trustee is also a volunteer for another youth association).

It's best practice to record these, and then either minute that the trustees agree there is no material risk, or record how you will mitigate the risk (for example, by abstaining from votes where the conflict would be relevant).

Actions you might need to take away:

- **Ensure you have adopted (with any modifications) the model constitution at your next AGM if not already done so.**
- **Ensured your AGM agenda meets the requirements of your constitution.**
- **Correctly identified Governance vs Operational tasks with your group leadership team.**
- **Moved Trustee Board meetings to a governance-focused agenda.**
- **Ensure Trustee Eligibility Checks are carried out once a year and conflict of interest checks as often as you determine.**

Q&A

Agenda Prompts



Model Constitution



Risk Register



This deck was edited after the presentation to remove irrelevant information.

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