



Our wonderful TQEA Charity Trust has 2 vacant posts

At TQEA we are extremely fortunate to have a charity trust that looks after our students and has provided much assistance and support from behind the scenes throughout their years with us. The Objects of the Trust are to help provide facilities, equipment and vehicles for education, which would not normally be provided by government funding and to promote the education of those under 25 years of age who are in need of financial support. In addition, they help fund out-of-hours enrichment activities, transport and mental health support.

The Charity Trust is urgently looking for 2 new members who have time to support the charity through attendance at meetings (only 3 per year plus 1 AGM) and basic administration duties.

| Treasurer - Role description | Clerk - Role description |
|---|---|
| <ul style="list-style-type: none"> Attend meetings of the Trust (approximately 3 per year) Maintain, retain and update accounts (investment reports are received quarterly from management company, plus one other. There is no other income and no paid employees. Outgoings are generally cheques paid in respect of invoices from the Academy, plus one annual payment to our auditor). Prepare annual financial report for AGM then for independent review (Clerk submits to Charity Commissioners) Review applications for school grants in conjunction with other Trustees and process them Communicate where necessary with investment company, bank etc. Be a joint signatory to the Trust's chequebook account and hold chequebook securely. | <ul style="list-style-type: none"> Attend meetings of the Trust (approximately 3 per year) Arrange dates/times/place of meetings and notify Trustees. Prepare meeting agendas. Take minutes of meetings and circulate to Trustees. Keep copies of all signed minutes etc. Call AGM and notify Trustees Prepare AGM agenda Prepare report for AGM Take minutes of AGM and circulate to Trustees Prepare and submit annual report for Charity Commissioners Deal with all requests for grants received from the Academy (as per guidelines) and keep a record of these. Keep record of enrolment dates of Trustees and give notice of renewal/cessation dates. Maintain contact with other Trustees as required (telephone/e-mail/letter) Be a joint signatory to the chequebook account. Keep club records etc. Tell at least one joke per meeting (not essential) |

Parents, grandparents and local community members are all welcome to apply. Some financial skills or background for the treasurer role would be an asset. If you are interested please send a short email with details about yourself, your experience and why you think you would be suitable for the position, addressed to Mr H Nethercot via email charitytrust@tqea.org.uk or please contact Jo Bickley via 01827 712477 / info@tqea.org.uk if you would like any further information.

The Trust has been an especially brilliant support in funding a number of unexpected costs caused by the Covid 19 pandemic and additionally supporting our families who have been adversely effected during this time.

Some of the things that the charity trust has kindly supported us with over the last few years are:

- Class sets of iPads and more recently laptops for home learning and in school digital learning
- Funding for FareShare provisions for breakfast club and vulnerable family food parcels
- Sets of Goal posts for our PE department
- Uniform and shoe provision for vulnerable families
- Washing machine and tumble dryer for PE to be able to wash spare kit after every use
- Counselling services for in school support for students
- New cookers for Food Technology
- Learning books for students without internet in Lockdown 1
- Music books
- Drama digital subscription / MFL learning subscription / Science learning platform subscription
- STEM laser cutter
- Reading books for all students
- Coach costs and contributions towards enrichment trips to reduce costs for student families

Please do get in touch if you are able to support this brilliant charity in its work with our school.