



Joining the Board of Flo's The Place in the Park

Jan 2024

Deadline for Applications Friday 1st March

Thank you for taking the time to consider joining as a board member, it is thanks to the dedication of our board that we are able to flourish and go over and above what is possible to provide vital services to our community.

Flo's - The Place in the Park, is a vibrant community hub in Florence Park, East Oxford, founded in 2018. With our nature nursery, cafe, refill shop and community projects at our heart, we are a place for people from all walks of life to work, eat, play, learn and connect with each other, reducing inequalities and supporting the environment.

More details of Flo's are available later in this document, and our [impact report](#) is available online. To find out more visit www.flosoxford.org.uk.

What we are looking for

Flo's is run by the Community Benefit Society People Place and Participation Ltd (PPP). PPP is a Co-operative with members from the community; members vote on key decisions at our AGM. Alongside our dedicated staff team, our Board plays a vital role in the success of the organisation. The Cafe and Shop are governed by a wholly owned (by PPP) single member company - Flo's Trading with its own set of rules in accordance with company law.

Importantly, we are also now looking for a new Trustee and Company Secretary who can contribute in a number of key areas of expertise. In this recruitment we are looking to fill two positions with specialist skills and knowledge on our Board:

- **Trustee - Nursery focus** - with knowledge of the Early Years Foundation Stage
- **Company Secretary** with administrative skills to support both Boards (PPP and Flo's Trading) - non- Trustee position

By contributing your time and experience in one of these areas you can help our team fulfil key organisational needs. As well as feeding in your specific expertise at Board meetings and subgroup meetings, you may also be asked to provide advice and/or undertake specific projects, for example reviewing policies, advising on implementation or problem solving in your area.

As a guide, we would expect an average board commitment to look like:

- Average of 1 formal meeting per month (including board meetings, sub-group meetings, ad-hoc meetings - usually held outside of working hours). Board meetings are held quarterly in person at Flo's on weekday evenings.
- 2-4 hrs per month providing support to Flo's operational teams (e.g. advice in your specialist area, reviewing documents, informing strategy, problem solving - arrangements by agreement / at your discretion)
- Attend AGM (annually, weekends or weekday evening) and Half Day Strategy Retreat (up to twice a year, usually during working hours)
- Attendance at some of Flo's key events / activities where possible - so you are engaged with Flo's 'on the ground'

You can read more about the role of trustee and the person specification in Appendix 1.

About you

We are looking for people who:

- Are interested in PPP Ltd.'s work and committed to our social mission and values.
- Are willing and able to give their time, experience, skills and enthusiasm to help run Flo's. This includes regular time commitments (outlined above)
- Have relevant background and experiences to bring different points of view to our discussions.
- Share our core values.

We do not reimburse expenses as a general rule. But in exceptional cases this may be considered.

To find out more about our current board visit www.flosoxford.org.uk/meet-the-team

To find out more

We encourage you to get in touch with us in the first instance, to find out more you can speak to our Chair, Sarah Borien - chair@flosoxford.org.uk.

To apply

Please send a copy of your CV and a covering letter chair@flosoxford.org.uk by Friday 1st March.

Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed, and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted. Please also discuss any support you think you might need.

We encourage applications from women; black, Asian and minority ethnic people; people who identify as having a disability; people from the LGBT+ community; people from working class backgrounds. If you face any barriers to applying please feel welcome to discuss these with us.

Appendix 1 - Role profile for all trustees

To be a Trustee is an exciting and fulfilling role. Collectively the trustees are responsible for the overall control and governance of the organisation and use their skills and experience to support PPP Ltd. to achieve our aims. The Trustee Board makes key decisions, overseeing the management of the organisation and setting strategic direction. The Board works to ensure PPP Ltd. has the money it needs, spends its money sensibly, follows the law and doesn't break the rules in our governing documents.

The role of all trustees is laid out in law and in the Rules of the Society and its Trading Company . In summary they are

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

Find out more: [The Essential Trustee](#) is essential reading for all trustees

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- a commitment to the organisation and our values.
- a willingness to devote the necessary time and effort
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team

Appendix 2 - Specific Roles

1. Nursery Trustee (Early Years Specialist and Chair of the Nursery Sub Group)

We are looking for a trustee with knowledge of early years provision who, alongside the staff team, steering group and other trustees, will take on responsibilities for Flo's Nature Nursery and Flo's Forest school. The aim of this role is to ensure that our OFSTED registered Early Years provision maintains the high quality of service and works within legislation.

Responsibilities include

1. Chairing the Nursery sub group.
2. Supporting the Nursery Manager to:
 - Develop and implement improvement plans for areas highlighted in Ofsted inspection reports and through regular self evaluation and response to parental feedback
 - Set the annual Budget at the start of the financial year and monitor for any variances or risks
 - To support the development of new projects (e.g. expansion to Barracks Lane)
 - Ensure accessibility and inclusion of groups within the community and seek to address any barriers to equality of access or experience
 - Regularly review the curriculum to maintain a high standard of nature focused education and ensure compliance with the Statutory Framework for the Early Years Foundation Stage
 - review and update key nursery policies and procedures - safeguarding, admissions, SEND annually, health and safety, funding agreement, to ensure compliance with legislation and funding requirements
 - proactively engage the parent community in the life and development of the nursery
 - ensure that policy and practice reflects PPP Ltd values and is in line with the overall policies for finance and HR

To work with Flo's Director to address any complaints from parents or grievances from staff where appropriate if an issue needs to be escalated beyond the Nursery Manager's operational responsibility (advice may also be sought on finance and HR issues from the relevant managers, trustees and external advisers where needed).

2. Company Secretary

We are looking for a Society Secretary to work alongside the board of trustees at Flo's - The Place in the Park to oversee our annual statutory responsibilities in accordance with our rules and to ensure quality of minute taking at PPP Board meetings, Flo's Trading Board and Annual General Meetings.

Responsibilities listed below do not necessarily entail that these roles will be fulfilled entirely by the Society Secretary but that the Society Secretary is responsible for ensuring that they take place in collaboration with the staff team.

Annual duties

- Provide administrative support in organising the annual general meeting (AGM) where we elect directors, announce financials, and approve a number of resolutions. Hold any other general meetings if they are ever needed.
- Give notice of all general meetings – to all members and to auditor
- Ensure circulation of agendas and minutes of the annual general in accordance with the timeline required.
- Ensure the annual return is made to Financial Conduct Authority (FCA) - our regulator
- Check that PPP Ltd has paid the society's annual FCA fee
- Ensure the latest balance sheet is displayed somewhere on premises
- Ensure Flo's Trading Board Director details are accurately included in annual returns

Regular duties

- Take minutes (or be responsible for them being taken) at PPP Board meeting and Flo's Trading Board meetings and circulate draft minutes to the chair initially and then subsequently, after any amendments, to all trustees /Board members
- Be the main point of contact to issues relating to the Rules of the Society and its trading company. The Secretary would have access to governance advice, in particular through Coops UK and our accountants.
- Ensure that the Business Development Coordinator:
 - Keeps a register of members to the standard required
 - Provide each member with a copy of the rules
 - Record each member's preference for mode of communication (email, snail mail)
- Keep an up-to-date register of trustees of PPP Ltd, with all the basic information required by law and for our annual reporting, and ensure that all new trustees sign paperwork for declaration of interests and code of conduct.
- Advise the Trading Board on administrative procedures in accordance with the company rules
- Ensure any changes to Flo's Trading Board members are updated in a timely manner through the online portal on Companies House filing system
- Ensure that the minutes are signed by the chair once they have been approved
- Keep a minute book of the proceedings of all meetings

Occasional duties

- Register any rule amendments with the registrar
- Register other changes to rules approved by the Boards as needed with the FCA or Companies House
- Give notice of all general meetings, if called, to all members and to auditor and ensure they comply with the Society/Company rules.

Delegated duties

- The Society Secretary is responsible for arranging for society accounts to be audited. At Flo's, this responsibility has been delegated to the Treasurer.

In addition to the responsibilities legally assigned to the role of Society Secretary, the Flo's Society Secretary is also asked as below:

Governance support

- The Society Secretary shall be available to support the Director and/or Chair in matters of governance on an advisory basis or in relation to specific tasks as mutually agreed.

The Statutory Background

For societies registered under the Co-operative and Community Benefit Societies Act 2014, every society must have a secretary who is the main person responsible in law for ensuring that key functions are carried out. The whole board may be held responsible if these functions are not actioned. The secretary does not necessarily have to perform each and every task as the society could delegate responsibility to other members.

It is usual for the secretary to know more about the governing document, commonly referred to as the 'rules' of the society, than other Board members and to ensure that all relevant legislation is complied with. Find out more [here](#).

Appendix 3 - Our Values

Hope and opportunity – leadership and learning that harness the energy of the community and inspire hope; resourcing and resourced by local enterprise, creating alternatives for working, eating, shopping, childcare, healthcare.

One team, many voices – Staff, managers, trustees, volunteers, members, consultants, tenants, community all contribute and shape what we do, how we do it and where we go next.

Wellbeing and nature – slowing down; enjoying the outdoors and all that the park has to offer; caring for the planet, environment and other living things in all that we do; fostering a sense of belonging, and rootedness to where we live and work.

Community engagement – welcoming all members of the community, regardless of age, culture, race, sexual orientation, health, social background or experience; strengthening community through embracing difference; generating new ways of working and organising.