

# First Trusteeship training programme

## Training for new trustees during their first year of trusteeship

This open programme provides two three-hour training sessions over two weeks. It is designed for individuals new to trusteeship and still within their first year of joining their charity. This programme has grown out of the Better Governance working group, part of North East Together: Leaders Network for Social Change.

A new trustee competency framework underpins the programme ensuring training is provided inline with current best practice guidance including the Charity Commission publication *The essential trustee*, the *Charity Governance Code* for smaller or larger charities, and the ICSA *Trustee competency matrix*.

By taking part in the programme, you will gain full access to the framework supporting your development as a trustee as well as contributing to improved governance practice within your charity. The unique eighteen-page framework includes:

- Accessible summaries of the knowledge, skills and duties required to be an outstanding trustee
- Summary of behaviours of an outstanding trustee
- Checklists of what to read to learn about your charity and about being a good trustee
- Knowledge checklist tool
- In-depth skills self-assessment tool
- Trustee development plan template

## Training sessions overview

Each three-hour session blends short presentations with individual and small group exercises (including self assessments) with the focus on drawing from our collective experiences to deepen understanding of, and model, best practice.

### Session 1: Duties and knowledge

Exploring your duties as a trustee plus an overview of not-for-profit legal structures and understanding what a charity is and liability

Introduction to the *First Trusteeship Competency Framework*

### In-between sessions tasks

We ask you complete the two *First Trusteeship Competency Framework* self-assessments to inform session 2 and your learning:

- Knowledge checklist – what you need to know to deliver your role effectively
- In-depth trustee skills self assessment – identifying your skills development priorities for the next year

### Session 2: Behaviour and development planning

Behaviours of an outstanding trustee:

- Raising awareness and understanding
- Identifying most important (and sometimes most difficult) behaviours to get right
- What this means in practice? What gets in the way? How might we overcome it?

Bringing it all together – your trustee development plan for the next 12 months

## Programme leaders

### Robert Laycock



Robert's experience of effective governance includes 12 years leading regional arts based charity Helix Arts; nine years trustee and chair of North Tyneside Art Studio supporting people with

severe and enduring mental health problems; three years parent governor and chair of governors at Marden High School and, three years board member Beacon Films supporting people with learning disabilities, autism and additional needs.

Robert supports governance development with a wide range of charities across the north east and is founder and coordinator of the Better Governance Working Group part of North East Together: Leaders Network for Social Change.

### Stephanie Cole



Stephanie has worked and volunteered in the voluntary, charity and social enterprise sector for 20 years specialising in governance, capacity building and organisation development. She's

worked for Newcastle CVS and North Tyneside VODA, and now runs Sharing Learning Doing, a social enterprise that helps people and organisations do good things in their communities.

Stephanie is also chair and founding trustee of Northern Creative Solutions and trustee of Scotswood Natural Community Garden. Northern Creative Solutions runs Good Space and works to create thriving community spaces for social change, creativity and collaboration; Scotswood Garden works with nature to create a great place for people and wildlife to enjoy.

## Next programme

### Dates and time

2 October and 16 October, 16.00-19.00

### Location

#### Newcastle

We will be running this programme across the north east in 2019

### Venue

#### Community Foundation

Philanthropy House, Woodbine Road, Gosforth, Newcastle upon Tyne NE3 1DD

## Programme costs

Each place costs £125 with discounted places for organisations booking more than one place (1st place: £125; subsequent places: £100).

The programme is run on a not-for-profit basis to make sure smaller not-for-profit organisations can afford to take part.

## For more information or to book a place

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