

governance, structure & management

governing document

Big Leaf Foundation is controlled by its Constitution incorporated on 14 July 2018. It was recognised as a Charitable Incorporated Organisation (CIO) on 14 December 2018 (UK Registered Charity Number 1181180) whose only voting members are its charity trustees ('Foundation' model constitution).

The charity is run by the Board of Trustees who are responsible for ensuring the charity has a clear vision, mission and strategic direction and is focused on achieving these.

recruitment & appointment of trustees

Any person over the age of 16 who is willing to act as a trustee, and has not been disqualified from acting as a trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision), may be appointed to be a trustee by a decision of the trustees.

There must be at least three trustees and a maximum of eight. Apart from the first trustees, every trustee must be appointed for a term of three years, by a resolution passed at a properly convened meeting of the trustees.

Retiring trustees are eligible for reappointment. But a trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year. In selecting individuals for appointment as charity trustees, the charity trustees consider the skills, knowledge and experience needed for the effective administration of the CIO.

Big Leaf Foundation's trustees include business and charitable sector professionals with experience in youth work, education, finance, project management, IT, fundraising and communications.

Big Leaf Foundation is committed to the ongoing professional development

of its trustees and their knowledge is kept up to date through internal and external training, knowledge sharing with partner organisations, academic reading and participation in project team meetings.

The trustees meet at least six times per year and more regularly in periods of high activity or change (e.g. during the COVID-19 pandemic trustees meet at least once a month). We ask that trustees attend a minimum of two Big Leaf Foundation projects per year as we strongly believe this contributes to a better understanding of our organisation, how we work and the young people we support. All trustees are DBS checked at an enhanced level.

The Programme Managers report on the operational plan at each trustee meeting. Big Leaf has a Safeguarding Sub Committee that meets to discuss safeguarding and review and update safeguarding policies and processes as needed. This committee includes the DSL, DDSL and the Chair or trustees.

The trustees have delegated authority to the Programme Managers with clear limitations. The Chair and the Programme Managers also have regular meetings to discuss operational matters and resource needs.

risks & mitigations

Risk of harm to the young people we support

Mitigation | Safeguarding is embedded in Big Leaf – with all staff & volunteers trained at an appropriate level through our safeguarding partner. We have a range of policies in place to support good practice, including safeguarding, health & safety and code of conduct for staff and volunteers. Our policies are reviewed and updated once a year.

Insufficient funds to achieve our objectives

Mitigation | In year one Big Leaf was reliant on two main funders for the majority of its income. Since then we have continued to grow and diversify our funding base and in year two we received funding from ten trusts and organisations. We have also recruited two experienced fundraising volunteers who, together with the support of the trustees, are working to secure additional long-term core funding.

Loss of core team members & associated knowledge/experience

Mitigation | We invest in our team through both professional training and providing clinical supervision sessions for all direct contact staff to support wellbeing. Our pay structure is in line with sector median average and reviewed every two years. We use a horizontal management structure, with all team members on an equal level; and an open and creative work culture where ideas are valued and successes are shared.

organisation chart

We're a growing team of passionate individuals, determined to support and empower displaced young people to know they are more than their status, and help them find their place within their local community.

Our team includes refugee care and migration studies experts, experienced youth workers, ex-social workers and finance, project management, fundraising and communications specialists. The team has combined experience of more than 20 years working with displaced young people.

We are committed to supporting displaced young people to participate in the development and leadership of Big Leaf and this is a core aim of our new young leaders programme - launching in 2021.

trustees

Vicki Ashraf Felgate (chair)
Jocelyn Zanasi (treasurer)
Sarah Phillips
Dave Wagstaff

core team

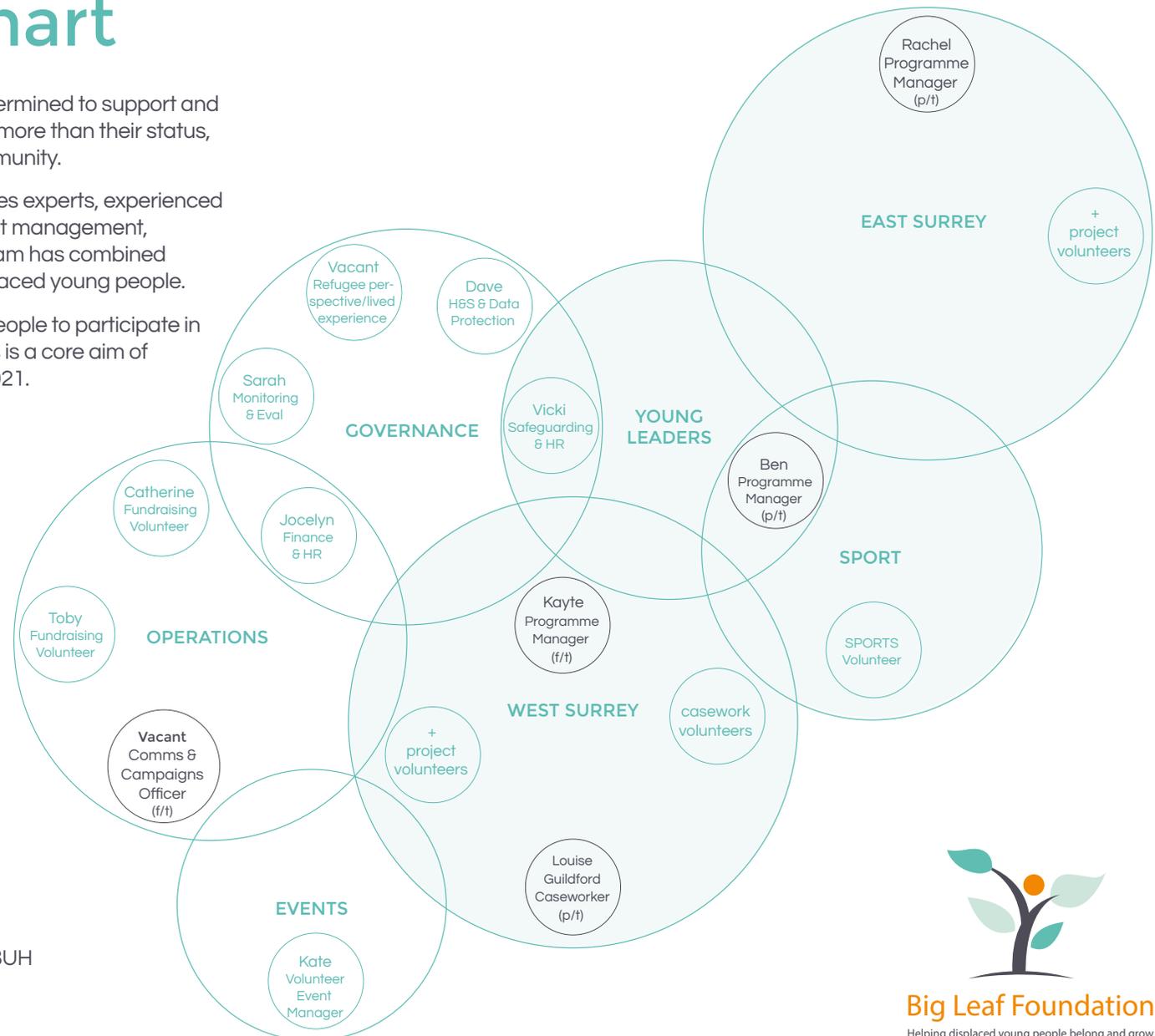
Kayte Cable (programme manager)
Rachel Ellis (programme manager)
Louise Baumberg (caseworker)
Ben Monro (sports lead)

...and more than ten dedicated and experienced volunteers.

registered address

Big Leaf Foundation | PO Box 1544 | Woking | GU24 8UH

January 2021



Big Leaf Foundation

Helping displaced young people belong and grow