

Becoming a Trustee

Information about joining our Board



Registered Charity Number: 1104736

Registered Company Number: 05127764

Welcome

from the Chair of Trustees

Thank you for expressing an interest in becoming a Trustee of Westhill Endowment.



We hope you will find the information given in the following pages useful to you in deciding if you would like to join us.

At a recent strategy day, Trustees spoke about what aspects of Westhill they would like to see maintained. They spoke about the opportunity to hear of inspiring community projects, the personal nature of the organisation where we try to keep in close contact with grantees, the small scale of many of the grants awarded where we can feel we are making a great difference.

We relish community projects that bring people together who might not otherwise connect. Although Westhill has a strong and proud Free Church heritage, not all the grantees are from Christian faith backgrounds, but all share a belief that action is a vital part of a living faith. We welcome grant applications from all faiths and we particularly encourage potential trustees who are from a non-white background to consider joining us to help us in our decision making.

The trust has two employees with whom Trustees enjoy working and the team, which also includes those on contracts for services, has been stable for some time. The small size of the Trust means that we can be flexible and respond quickly without layers of bureaucracy, when required by grantees.

If, after reading this brochure, you are interested in becoming a Trustee, please do be in touch. We are very happy to have an informal chat before you embark on the more formal application as outlined further on.

Peter Ullathorne
2026

**In the financial year
2024/2025 ...**

**Westhill's income was
£508,191 and expenditure
was £488,814**

**Westhill received 373 Grant
enquiries and 197 applications.**

**60 grants were awarded
with a total value of
£396,957**

**9 grants were given to support
religious education projects
with the remaining being pri-
marily for projects working to
improve community cohesion.**

**Grants ranged from £770 to
£33,000, the majority being
between £2,000 and £5,000.**

Pictures on the cover: Trustee and visitors at the CreateTalk Open Day (top left); Trustee with All Sports Women (top right); Trustees visiting Peace Doves at Lichfield Cathedral (bottom left); Visiting speakers and the Gethsemane Garments exhibition at the Create Talk Open Day (bottom right).

Above: Walmsley Award Presentation.

Westhill believes in making things happen.

We financially support educational projects with strong underlying Christian values that change people's lives, foster empathy between communities, and build bridges between people of diverse backgrounds and cultures.

Westhill provides grant funding, and exhibition resources, to support imaginative, faith-motivated activities that enable ordinary people to transform their lives and the lives of their communities, as well as projects which resource and educate people to do this.

Westhill considers support for a wide range of projects, and has particular interests in activities involving formal and informal religious education, projects utilising the creative and performing arts, and projects facilitating inter-faith activity.

While considering becoming a Trustee you may be interested in knowing more about the types of projects we support. As each of our funded projects is also given a page on our website, you can find this information on www.westhillendowment.org.uk/projects-that-spark.

More information about the history of Westhill can be found later in this booklet.

In addition to financial support Westhill has a touring exhibition programme, CreateTalk, which makes art collections available on free loan throughout the UK.

These exhibitions aim to encourage conversations, enable reflections, and inspire action within local communities. Hosts find the exhibitions inspire meaningful conversations within their own members and with their wider communities.

Each exhibition has its origins in the Christian faith and has been selected with an awareness of the world in which we live, enabling viewers to explore various themes through different forms of art.

Please do contact us for more information about this exhibition programme.



Our Board of Trustees

Our Board of Trustees is made up of those who have been proposed by one of Westhill's nominating bodies or co-opted, based on their expertise or interest in a specific area. The full Trustee Board is composed of up to 15 Trustees. Trustees are appointed for a four year term.

Our Board of Trustees operates with three sub-committees; the Grants and Projects Committee, the Financial Strategy Group and the Governance Committee. Each Trustee is a member of up to two of these committees depending on their interests.

Being a Trustee is an opportunity for you to share your experience, to make an active contribution to the delivery of the charity's aims and objectives, to engage with other trustees, and potentially to learn new skills and develop networks.

The skills, knowledge, interests, and experience we look for in our Trustees are:

- an interest in, or experience of, developing and evaluating educational and/or community projects;
- an interest in, or experience of, the voluntary sector including Religious Education;
- a knowledge of, or interest in, other faiths and community cohesion;
- the ability to contribute effectively in meetings;
- personal and operational integrity;
- an interest in the arts to help guide the development of Westhill's CreateTalk programme and art exhibits;
- IT, digital, and social media knowledge to help us keep pace with developments in technology and the growing reliance on on-line communication.

It is important to note that the role of a trustee is unpaid but reasonable expenses are paid.

The Westhill Trustees are expected to make the following commitments:

- To support the charity's aims and objectives and to act in the strategic interests of Westhill Endowment;
- To be able to give an appropriate amount of time to your responsibilities and to attend meetings.

Trustees are also encouraged to attend networking events as well as undertaking project visits to meet with grant holders. The front cover of this booklet shows (from left to right) one of our Trustees explaining the Create Talk 'Meaningful textiles' embroideries; one of our Trustees actively helping to promote women's football; a presentation of 'Gethsemane Garments' and a Trustees' visit to view the 'Peace Doves' project at Lichfield Cathedral.

To find out more about our values, aims and objectives, and members currently serving on our Board of Trustees please see www.westhillendowment.org/about-us.

Annual Schedule and time expectations

We aim to maintain regular meeting days and times which are scheduled 12 months in advance to help with diary planning. Time commitments will depend on which of the sub-committees you are interested in being involved with.

The Trustee Board (All trustees):

Trustees are expected to attend and contribute to:

- three full Trustee Board Meetings per year; these are usually late afternoon meetings on a Wednesday or Thursday and held in Feb, June and November (approximately 2-2½ hours);
- an annual half-day Strategy Workshop, the date of which normally coincides with a Trustee Board meeting.

Sub-Committees:

Our Board of Trustees operates with three sub-committees; the Grants and Projects Committee, the Financial Strategy Group and the Governance Committee

- All trustees are required to join 1 or 2 sub-committees relating to their specific area of expertise or interest;
- The Grants and Projects Committee and the Financial Strategy Group each hold late afternoon meetings 3 times a year.
- The Governance Committee meets twice per year.
- The meetings usually last 1½-2½ hours and are held approximately in the months shown below.

In addition:

- Trustees are expected to read committee papers in advance of each meeting, including operational, financial and strategic reports.
- Trustees are encouraged, but not required, to attend learning and networking events and to meet with grant holders.

The total time commitment therefore varies from 5 to 10 days per year depending on how many responsibilities the Trustee takes on.

An example of our annual programme of meetings:

	SPRING	SUMMER	AUTUMN
Full Trustees' Meetings	Feb	June	Nov
Grants and Projects Committee	Jan	June	Sept
Financial Strategy Group	Feb	May	Nov
Governance Committee	Jan	May	x

Meetings in person take place at The Lodge Westhill, Selly Oak, but there is the option of joining online.



A Brief History of Westhill

The origins of Westhill go back to the beginning of the 20th Century, when in 1907 George Cadbury and American George Hamilton Archibald founded Westhill College.

With a strong Free Church / Non-Conformist background, the aim was to train Sunday School leaders to spread Christian education to ordinary people through the Sunday School movement. Students were mainly female. The college developed through to the 1940s with the addition of male students and with courses in Youth Work.

The second half of the 20th Century saw a massive increase in higher education and Westhill became a grant-aided college with B. Ed. courses, with religious education at its core. As the City of Birmingham became a truly multi-cultural and multi-faith City this was reflected in the development of Westhill College with the addition of courses on Islam which attracted young Muslim women from the City.

During the 1990s the pioneering work of the early part of the century was represented by a wide range of degree courses, sometimes part-time, attended by mature women and men, and often related to work in the community.

At the end of the 20th Century Westhill College was formally integrated into the University of Birmingham and Westhill Endowment was set up as a totally independent grant giving charitable trust.

Next Steps in exploring becoming a Trustee

There are two ways of applying to become a member of our Board of Trustees:

1. Those who would like to join the Board based on their expertise or interest in a specific area, can apply to be a co-opted member, through completing an application;
2. Those who are members of Westhill Endowment's nominating bodies can apply through being proposed by them. The nominating bodies are: the Baptist Union of Great Britain, the National Governing Body of the Methodist Church, the Central England Area Quaker Meeting, the National Governing Body of the United Reformed Church, and the Christian Education Movement.

This booklet has been designed to give you an overview of our work. If you are interested in applying, we are sure that there will be more that you will want to ask, so you are welcome to contact us to discuss this informally with our Trust Office Manager, Diane Webb or the Chair of our Board of Trustees, Peter Ullathorne.

Following this, if you wish to make a formal application, please send a covering letter and current CV by email or post to the Chair of our Board of Trustees using the details below.

Applications will be considered by members of our Governance Committee. Preferred candidates will then be invited to meet the Chair of Trustees and Chair of Governance Committee for an informal discussion.

Further details about Westhill Endowment can be found at:

www.westhillendowment.org, as well as on the Charity Commission Register www.gov.uk/find-a-charity

Further formal guidance on becoming a trustee (including the Charity Commission rules on trustee eligibility) can be found here:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

Westhill Endowment

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