



BRIXWORTH CENTRE PRE-SCHOOL

A Committee Guide for Voluntary Managed Childcare Settings



Being part of a committee can be both enjoyable and rewarding. Individuals bring with them various skills, talents, expertise and ideas that can be used to enhance the group. In return, opportunities to develop new skills in areas such as management, marketing and recruitment can be gained.

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The New Committee – What to Expect

The Annual General Meeting (AGM) will take place; new committee members will be elected and members will vote to adopt the most up to date constitution.

- In some instances committee members have already agreed to continue officers roles they may have been doing the previous year. If this is the case they can be elected to these roles at the AGM.
- If not, a date for the first committee meeting should be agreed or take place straight after the AGM. At this meeting officers will be elected. If it is not held directly after the AGM then it should be held within two weeks.

It is a Charity Commission requirement that all trustees/committee members are eligible to serve on the committee therefore it is suggested that members sign a declaration of eligibility to be a trustee.

New committee members may also find it useful to be given a members' pledge. This will help them understand their role within the setting and the importance of confidentiality when dealing with important or sensitive issues regarding the setting.

(Both are available for your use and included in the appendix of this guide – 1 & 2)

Three officer positions should be filled, that of a chairperson, secretary and treasurer. Members will need to be nominated for the positions, the nominations must be seconded and the members must formally agree. If there is more than one person for a position then the committee will have to vote. Minutes of this procedure must be taken.

It is good practice to agree which other committee members will take the lead on health & safety, safeguarding, fundraising etc. Each committee member can complete a self-assessment of skills form to help allocate roles to match individual's skills and interests. The election of committee members must also be recorded.

It is important for new committee members to be given information and share contact details between themselves and the parents.

New Committee Members Welcome Sheet

Thank you for considering volunteering to join our management committee. Here are a few details about how we run and what we do.

CONSTITUTION

Our constitution can be found on our website

It is our governing document. Please do read it. It is a legal document that explains how the committee must operate.

The group is registered with the Charities Commission.

Our Charity Number is 1027332.

MEETINGS

We hold a minimum of 6 meetings a year.

We hold an Annual General Meeting in the Autumn term to which all parents are invited.

ROLES AND RESPONSIBILITIES

The committee

- Are collectively responsible for managing the group.
- Must appoint a Chairperson, a Secretary and a Treasurer.
- Must be aware of and comply with current legislation.
- Recruit following robust, safe recruitment procedures.
- Chairperson line manages the Supervisor who in turn line manages all other staff.
- Must do their best to ensure the financial stability of the group.
- Must try to recruit future members of the committee!
- Can employ an administrator or bookkeeper.
- Can have a fundraising sub-group.

FINANCES

As a charity or not-for-profit organisation, all of our finance is used for the benefit of the children who attend. However, we do hold a contingency fund in line with charity law. We hold a variety of fundraising events each year, new suggestions always welcome! Volunteers are welcome to claim back relevant and legitimate expenses.

We hope to see you at the next meeting of the management committee.

- Please arrange a visit to the group so that you can have a chat with the manager about their role and responsibilities.
- The Chair of the management committee will also organise a convenient time for you to meet for an informal chat about our roles and responsibilities.

Thank you for your support. We do hope you will become a committee volunteer and remember to encourage your friends to join us too!

The retiring officers and the newly elected officers should make arrangements for a handover period and informal meetings to take place.

At these meetings the new officers are updated on the business and employment procedures & practices of the setting, any outstanding work/actions are discussed and paperwork passed on. This could include a timeline of tasks. *(An example timeline copy is included as an appendix with this guide for your use - 1).*

Committee Responsibilities

A committee (members can be referred to as Trustees) is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution and Ofsted requirements. As a governing body they will need to have a shared vision of what the organisation is about and what its end goals might be. The committee is responsible for the overall management and organisation of the setting.

- The committee should consist of 3 Officers (Chair, Treasurer and Secretary) plus general committee members. Roles can be allocated for safeguarding, health and safety, marketing, premises and fundraising etc.
- We are part of the Pre-School Learning Alliance model constitution 2011, so the committee can have a minimum of 5 and a maximum of 12 members (including officers). 60% of committee members should be parents unless special arrangements are made through the Alliance National Centre.
- The committee will usually meet not less than six times a year and when making decisions has to meet its quorum (this refers to the minimum number of committee members needed at a meeting and take a vote, this is not less than half of the total committee including any two of the officers). committee will also need to ensure that an AGM is held every year.
- The committee has the power to create and adapt business aims and objectives for the setting, and to make policy decisions designed to assist with achieving these. If the aims and objectives have already been established, then each committee member must know what they are and understand how they are to be achieved.
- Committee members should work with the Day to Day Supervisor to develop a good working relationship to ensure that the legal requirements and childcare arrangements have suitable aims and objectives.
- The committee is responsible for ensuring robust business and employment practices are in place and followed, and that legal business and employment obligations are met. They must make sure that any actions taken consider the sustainability and viability of the setting.
- It is the committee's responsibility to ensure the setting has adequate funds to meet financial obligations. They must ensure income meets expenditure, keep accurate financial records, budget

and forecast, and effectively monitor income and expenditure. They should also aim to hold funds in reserve.

- Each individual on the committee is considered the registered person. The committee are therefore responsible for ensuring the Safeguarding and Welfare Requirements within the Early Years Statutory Framework are met. This is enforced by Ofsted (the regulatory body). This includes safeguarding children, safe recruitment, induction, supervision and staff training and development.
- The registered provider is responsible for ensuring Ofsted are notified of any change of the following (EYFS 3.77 mandatory requirement):
 - change in premises which may affect the space available to children and the quality of childcare available to them (e.g., expansion or reduction in space)
 - change in the name or address of the provider, or the provider's other contact information (e.g., a new committee or move to new premises)
 - change to the person who is supervising or managing the early years provision (e.g., recruitment of a new supervisor/manager)
- The committee can delegate certain responsibilities related to the day to day running of the setting to staff and should allow them to undertake these delegated duties without interference. However, it is the responsibility of the committee to support and guide when required, as the committee are accountable as the registered provider.
- The committee must have fair personnel and employment policies that meet legal requirements; these protect the organisation and those that work within it. The committee is responsible for monitoring activities to ensure that policies reflect practice. Please note that as members of the Pre-school Learning Alliance, this includes free 24/7 legal advice from LAWCALL – 01455 255205
- The committee is responsible for and must hold regular supervision meetings and with the supervisor. They must also ensure that the supervisor is having regular supervision meetings with all staff. Supervision meetings should be held at least every half term and must provide support, coaching and training for the practitioner which promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages confidential discussion of sensitive issues. (EYFS 3.21/3.22 mandatory requirement)
- The committee is required by Ofsted to appoint a 'nominated individual' who will act on behalf of the organisation in its dealings with Ofsted. This person can be the day to day supervisor, but they must be a member of the governing body (committee). Staff can be elected onto the committee if using Pre-School Learning Alliance model constitution 2011. Please note, Ofsted must be notified if a new 'nominated person' is appointed.
- The committee must ensure that organisational issues are dealt with efficiently at regular meetings and is responsible for development plans of the setting.
- It is expected that the registered provider understands how to appoint appropriately qualified and suitable staff following robust safe recruitment practices.

Legal Obligations

Statutory and common law obligations, which exist in law, must be met by all organisations. It is the committee's responsibility as the employer to keep up to date with any changes in legislation, as you are not formally informed.

- Contracts of Employment and Employment Legislation
- Equal Opportunities Legislation
- Income Tax, National Insurance, VAT and /or other taxes
- National Minimum Wage and National Living Wage
- Lease, License or Tenancy Agreements for premises
- Health and Safety (including Environmental Health)
- Insurance requirements in addition to public liability insurance, including Employers liability and Trustees indemnity insurance.

Please see below link for further information:

<https://www.gov.uk/government/publications/charities-and-insurance-cc49/charities-and-insurance#why-a-charity-might-need-insurance---the-basic-considerations>

- Financial record keeping and information, fund raising, grants and awards, bank accounts, loans and overdrafts
- Service agreements or contracts for work undertaken
- Data protection legislation
- Charity law (if relevant)
- Companies Acts (if registered)
- Flexible working rights
- Equality and human rights
- Minimum statutory holiday entitlement
- Ban on smoking in the workplace
- Information and consultation on Employees Regulations
- Maternity/Paternity/Adoption leave
- Statutory sick pay

For further information see the Pre-school Learning Alliance publications:

Recruiting Early Years Staff (2016)

People Management in Early Years (2016)

Employee Handbook (2009/updated 2017)

Committee Roles

Chairperson

Job Description

- The public face of the committee, the Chairperson is expected to represent the group in an official capacity at public events and open meetings.
- Chairs all committee meetings and ensure that these meetings run effectively. If the Chair is unable to attend a meeting, it is their responsibility to find a volunteer replacement.
- Ensures that the committee operates to its constitution.
- Ensures a quorum of members attend meetings so that proposals can be discussed and voted on and decisions made in accordance with the setting constitution.
- Presents a report at the AGM.
- Has an overview of the setting's:
 - Business & employment practices.
 - Responsibilities to Ofsted.
 - Financial position.
- Ensures that staff line management regularly occurs. Line management may be delegated.
- Is responsible for recruitment of staff (with support from other members & leader).
- Supports the Treasurer and Secretary and ensures they are managing their roles and responsibilities.
- Makes quick decisions in the event of a crisis. You must try to canvass the opinion of as many of the committee as reasonably possible before making a decision if it is essential that a decision be made before the next committee meeting.
- Acts democratically and not as a dictator.

Basic Checklist for the Chairperson *What do I need to see?*

1. A copy of the constitution
2. A copy of the latest Ofsted report
3. Ofsted registration document
4. List of DBS certificate numbers and dates received (committee and staff)
5. The minutes of previous meetings
6. Copies of annual reports and annual budget
7. The annual accounts
8. Staff records/personnel files
9. Copies of rental or partnership agreements
10. Insurance certificate (public liability, trustees indemnity and employers liability)
11. Business plan
12. Operational plan
13. 2017 Statutory Framework inc. Section 3 The safeguarding and welfare requirements
14. Copy of any current action plans

Treasurer

Job descriptions will vary from setting to setting as some employ a paid bookkeeper, administrator or payroll company. The Treasurer has many tasks to perform and it is essential that the rest of the committee recognise this and support the role.

Job Description

- Is responsible for reporting to the committee all matters to do with the group's finances.
- Checks monthly Bank Statements supplied by the Administrator.
- Works with the Administrator and Supervisors to prepare a budget and budget forecast.
- Oversees the setting's budget – approves expenditure.
- Approves expenses, as one of two signatories.
- Signs cheques on behalf of the setting, as one of two signatories.
- Presents a financial report supplied by the Administrator at each committee meeting.
- Works with the Administrator to ensure there is an annual independent examination of accounts and they are submitted to the Charity Commission each June.
- Presents an annual financial report at the AGM.
- Ensures financial policies and procedures are in place and adhered to.

Basic Checklist for the Treasurer *What do I need to see?*

1. The accounts/financial reports for the current year.
2. Copies of the last three years accounts.
3. Current budget and cash flow forecast.
4. Current receipts and payment documentation (cash book).
5. Bank or building society statements.
6. Paying in information.
7. Banks reconciliation.
8. Digital accounts access and passcodes (Where applicable).
9. Photocopy of bank/building society mandates.
10. File of paid and unpaid invoices.
11. Charging Policy
12. List of unpaid fees (If any).
13. Contact details for
 - Independent examiner
 - Bank or Building Society
 - Early Years funding team
14. Cheque signatories
15. Business continuity plan and procedure.
16. Payroll information and records or payroll contracts (if any).
17. Financial diary (what should I expect and when should I expect it?)
18. County Council funding agreement.
19. Waiting list to assist in preparing new budget.

Secretary

Job Description

- Prepares the agenda for meetings with input from the chairperson, committee members and the leader/manager. Circulates to committee members.
- Attends committee meetings and any other meetings where it is required to take minutes.
- Sends and receives letters on behalf of the group and keeps a record of correspondence.
- Informs committee of dates and times of meetings.
- Informs everyone of dates and times of open and annual meetings.
- Arranges the venue for meetings and AGM.
- Co-ordinates circulation of relevant documents to committee members.
- Prepares and circulates documents for AGM.
- Some secretaries also:
 - Manage the settings waiting list and arrange visits.
 - Type the changes to policies, procedures, prospectus and marketing materials.
 - Type the settings/committee newsletter.

Basic Checklist for the Secretary *What do I need to see?*

1. Contact details of all staff and committee members
2. Group events diary
3. List of contact details for advisory and support agencies
4. Copies of past agendas, minutes and officer reports
5. Correspondence and details of correspondence sent and received.
6. AGM information- including process and forms for nomination of new committee members
7. Venue for meetings & booking information
8. As you will need to circulate these, you should also be given the following documents:
 - Policies and procedures
 - Copy of the constitution
 - Safeguarding and Welfare Requirements
 - Ofsted report
 - Copies of general letters and newsletters sent to parent/carers
 - Waiting list – optional

Appendix 1

Brixworth Centre Pre-School's self-nomination and declaration form for election as a trustee

Registered charity number 1027332.

Nominee details

Name:

Address:

Telephone:

Email:

1. I wish to be elected as a trustee
2. I would also be interested in nominating myself for one of the following roles:
Chair ____ Treasurer ____ Secretary ____ (you may tick more than one)

If you would like to include a brief statement about yourself and why you would like to be elected as a trustee, please do so below:

I declare that I am eligible to be a trustee of [name of charity] and that:

- I am a member of the charity
- I am 18 years or over / I am 16 years or over (for charitable companies and CIOs).
- I am capable of managing my own affairs
- I am prepared to act in the best interest of the charity
- I don't not have an unspent conviction involving dishonesty or deception
- I am not an undischarged bankrupt
- I have not been removed from being a trustee because of misconduct.
- I am not disqualified from being a company director.
- I am not included on a barred list of individuals who are unsuitable to work with children and I understand I will need to submit to Ofsted checks, including an enhanced criminal records disclosure, to determine my suitability.

Signature:

Date:

Appendix 2

Committee Member's Pledge

Name of Setting: Brixworth Centre Pre-School

I pledge that:

As a committee member elected for the period of _____ to _____, I will fulfil my responsibilities as a committee member until such time that a new committee is elected.

- I have read and fully understand the confidentiality policy of the above named setting and **understand the importance of discretion when discussing anything of a confidential nature.**
- **I will under no circumstances discuss confidential information relating to the Pre-school/Club** outside committee meetings.
- At the end of my term of office I will keep confidential all matters that arose during my time as a committee member.
- Any information or equipment that I have in my possession as part of my role on the committee will be returned to the setting. Any copies will be destroyed. This includes electronic information.
- I understand that no committee member may gain financially from the work they do for the Pre-school/Club.
- I am aware that all committee members must act in a professional manner towards all members of the community despite any personal feelings.
- I am committed to ensuring that the needs of the children at the setting are paramount.
- I agree that committee members must always act in the best interests of the setting and the community and in accordance with the constitution.

Name: (print) _____

Signature: _____ Date _____

Witness Name: (print) _____

Signature: _____ Date _____

