

# The Committee Handbook



Westnewton Pre-school



This is to confirm that  
WESTNEWTON PRE SCHOOL

was entered on the Register of Charities on

11 May 2012

Registered charity number:

1147216

William Shawcross  
Chair

Sam Younger  
Chief Executive

This certificate confirms that a charity has been entered on to the Register of Charities.  
You can check a charity's current registration status by visiting the Register of Charities at  
[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)





**FILE COPY**

**CERTIFICATE OF INCORPORATION  
OF A  
PRIVATE LIMITED COMPANY**

Company No. 8044201

The Registrar of Companies for England and Wales, hereby certifies that

**WESTNEWTON PRE SCHOOL**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England/Wales

Given at Companies House on **24th April 2012**



**\*N080442016\***



*Companies House*  
— for the record —



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

# Section 1

## The Committee

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**Contact sheet for the Committee of .....**

(Complete annually following AGM)

Name of setting  Address  Telephone contact	
Name of Leader  Correspondence address  Telephone contact Email address	

**Details of Current Committee**

Office	Name and email address	Length of time served as officer
Chair		
Secretary		
Treasurer		


### Committee Handover Checklist

Ideally a handover period of at least a month is helpful however if this is not possible it is essential that all outgoing officers have a meeting with their incoming replacement in order to explain their role and function, highlight any immediate action that needs taking and handover documents and publications.

What needs to be done?	Who is responsible?	Date completed / received	
Meetings to be organised between outgoing and incoming officers	Individual officers	Chair	
		Secretary	
		Treasurer	
Meeting to be organised between incoming chair and leader	Incoming chair		
Responsibilities of the management committee document given to all new committee members	Secretary		
CRB process started for all new committee members (form EY2)	Chair and Incoming chair		

Copy of constitution given to all new committee members	Secretary	
Policies circulated to new committee.	Secretary	
Copy of Statutory Framework for the early years foundation stage	Secretary	
Latest Ofsted report circulated	Secretary	
Nominate one member of committee to carry out a health and safety review and report to next meeting		
Nominate one member of committee to look at staffing procedures		
Nominate one member of committee to look at Registration and Quality issues		
Nominate one member of the committee to become the designated person for safeguarding Children		

## Health and safety Review

Carried out by .....

Date .....

What am I looking for?	Notes	Complete and in place ✓
<b>Documentation</b> It is an essential part of the welfare requirements to hold this information and that it is stored securely where appropriate		
<ul style="list-style-type: none"> <li>• Children's registration forms including</li> <li>• Childs full name date a birth</li> </ul>		

<ul style="list-style-type: none"> <li>• Name and address of every parent and carer who is known to the provider</li> <li>• Name of parent/carers the child normally lives with</li> <li>• Emergency contact details of the parents/carers.</li> <li>• parental consent for emergency medication</li> <li>• Allergies and health issues</li> <li>• Consent for photographs</li> <li>• 2 or more emergency contacts</li> </ul>		
Register- recording time of arrival and departure for children and adults		
Accident and Incident books		
Medication records		
Risk assessment- daily list and annual		
Visitors book		
Fire drill log <ul style="list-style-type: none"> <li>• Including dates of fire drills and time taken to evacuate premises</li> <li>• Fire evacuation procedure on wall</li> </ul>		
Insurance certificates		
<b>Do you have;</b>		
Health and Safety Posters		
Access to a telephone		
First Aid box and a system in place for regular review of contents		
No smoking sign		
Insurance certificate		
Ofsted Registration certificate		
A list of allergies and intolerances		
Plug socket covers		
Radiator/ heater guards		
Door hinge covers		
Safe water temperature		
Appropriate room temperature		



Ventilation		
Equipment and resources cleaning rota		
<b>Accessibility?</b>		
How accessible are the premises to children and parents with disabilities  Are there any adjustments that can be made to improve accessibility?		
Are the handles and locks of doors and gates safe and secure?		
Is the outside play area as safe and secure for the children as possible/ is it included in your risk assessment?		
<b>Food and drink</b>		
Environmental health- In some areas the environmental health officer will inspect the premises, has anyone contacted the local officer to enquire?		
Observe hygiene practices before and after snack/drink time.  Cleaning tables/ hand washing		
Is fresh drinking water available for the children?		
Are the drinks and snacks healthy options?		
<b>Equipment</b>		
Is there a current inventory of equipment and resources?		
Is there a procedure for reviewing and replacing resources and equipment?		

<b>Policies and Procedures</b>		
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<p>Do you have and review your health and safety policy</p> <p>Do you carry out Risk assessment</p> <p>Do you have and review your Safeguarding children policy</p> <p>Do you have and review your Promoting health and hygiene policy</p>		
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<b>Good recruitment practice</b>		
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<p>Do you have a recruitment policy and procedure</p> <p>Do you widely advertise</p> <p>Do you have Job descriptions &amp; person specification</p> <p>Do you have application forms</p> <p>Do you have a format for short listing &amp; interviewing that is fair and transparent</p> <p>Do you follow up references</p> <p>Do you carry out CRB checks</p> <p>Do you have a term's probation period</p>		
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Is there an induction programme for new staff?		
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## Where to go for initial support

<p style="text-align: center;"><u>Committee support</u></p> <ul style="list-style-type: none"> <li>• <b>Preschool Learning Alliance development officer</b> <ul style="list-style-type: none"> <li>✓ Roles &amp; responsibilities</li> <li>✓ Constitutional information</li> </ul> </li> <li>• <b>Websites</b> – <a href="http://www.charity-commission.gov.uk">www.charity-commission.gov.uk</a> <a href="http://www.pre-school.org.uk">www.pre-school.org.uk</a></li> <li>• <b>Publications</b> – Managing a charitable Constituted Setting – PsLA publication</li> </ul>
<p style="text-align: center;"><u>Business Support</u></p> <ul style="list-style-type: none"> <li>• <b>Pre-school Learning Alliance development officer</b> <ul style="list-style-type: none"> <li>✓ Funding</li> <li>✓ Extended &amp; flexible service</li> <li>✓ Robust Business practice &amp; employment practice</li> <li>✓ Sustainability &amp; marketing</li> <li>✓ Robust financial practice &amp; procedures</li> <li>✓ Incorporated association</li> <li>✓ Lease and rental/hire agreements</li> <li>✓ Recruitment</li> </ul> </li> <li>• <b>District Partnership Team</b> <ul style="list-style-type: none"> <li>✓ Sustainability funding</li> <li>✓ Funding for new places</li> <li>✓ Opening a new setting or satellite setting</li> <li>✓ Ofsted registration</li> </ul> </li> <li>• <b>Websites</b> - <a href="http://www.hertsdirect.org/younginherts">www.hertsdirect.org/younginherts</a> <a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a> <a href="http://www.charity-commission.gov.uk">www.charity-commission.gov.uk</a> <a href="http://www.pre-school.org.uk">www.pre-school.org.uk</a> <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a> <a href="http://www.dti.co.uk">www.dti.co.uk</a> <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a> <i>Other websites listed in the pack</i></li> <li>• <b>Publications</b> – Business Matters pamphlets – hard copy sent to all</li> </ul>

Good Practice in Recruitment & Selection has been updated  
both are available on [www.hertsdirect.org/younginherts](http://www.hertsdirect.org/younginherts)  
Employment in Early Years Settings, Finance in Early Years Settings and Effective  
Marketing and Publicity for Early Years Settings – PsLA publications

#### Quality Practice

- **The Early Years Team** – Early Years consultant for your district. They will support the practitioners in delivering good practice concerning the Early Years Foundation Stage & the Statutory Framework for the FS.
- Young in Herts & PsLA offer quality assurance schemes
- Young in Herts provide training
- Website - [www.hertsdirect.org/younginherts](http://www.hertsdirect.org/younginherts)

Your staff will give you appropriate contact details.

## Constitution

If you are members of the Pre-school Learning Alliance and want a copy of the 2008 model constitution, please follow link below

<http://www.pre-school.org.uk/documents/153>

## Committee Roles and 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. 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.

- Most committees have a core group of people who have specific roles and responsibilities in addition to those of a general committee member.
  - Chairperson
  - Secretary
  - Treasurer
- Committees can vary in size but need to have enough members to carry out necessary tasks; too many members can result in the committee being unmanageable and ineffective. If using the Pre-School Learning Alliance model constitution 2008 please note that 60% of committee members should be parents unless special arrangements are made through the PsLA national centre.

- Committees 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, usually four members, or one third of the total committee members). They will also ensure that an AGM (in a membership organisation) is called.
- The committee has the power to create and adapt aims and objectives for the group, and to make policy decisions designed to assist with achieving these aims. If the aims and objectives have already been established, then each committee member must know what they are and understand what they mean.
- Committee members work with the Manager / Leader 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 recruitment, staff training, development, paying salaries and managing contracts of employment.
- The committee can delegate certain responsibilities to staff and should allow them to undertake these delegated duties without over interference. However, it is the responsibility of the committee to support, guide and lead the staff team.
- The committee creates 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.
- Productive meetings are held where organisational issues are dealt with efficiently. It has regular appraisals, self-assessments and development plans.

### **Reasons to prevent you becoming a Trustee / Committee member**

You cannot become a Trustee if you are,

- Under 18 years of age (unless the Charity is a registered company)
- Disqualified under section 72 of the Charities Act 1993, because for example, you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception
- A paid member of staff can be elected onto the committee but with conditions attached (see model constitution 2008)

### **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
- Lease, license or tenancy agreements for premises
- Health and safety legislation (including Environmental Health)
- Insurance requirements
- 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 (2007)
- Charity law (if relevant)
- Companies Acts (if registered)
- Flexible Working rights (2009)
- Corporate Manslaughter Bill (2007)
- Equality and human rights (2007)
- Minimum statutory holiday entitlement increases (2007)
- Ban on Smoking in the workplace (2007)
- Information and Consultation of Employees Regulations (2007)
- Maternity leave increases (2007)
- Statutory sickness pay (2009)
- Data (in addition to the Pupil registration regulations 2006)  
(for further information see Employment in Early Years Settings 2007 PsLA)

Being part of 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.

## **The Role of Chair**

### **Job Description**

- The public face of the committee. The Chair is expected to represent the group in an official capacity at public event and open meetings.
- Chair 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 and holds the correct number of meetings a year.
- That decisions are voted on by a quorum of members, either for or against a proposal
- Organise an AGM annually.
- Responsibility for staff line management, of which some may be delegated to the leader.
- Responsible for recruitment of staff (with support from other members & leader)
- Support the treasurer and secretary and oversee that they are managing their roles and responsibilities.
- Make 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.
- Act democratically and not as a dictator.

### **Basic Checklist**

What do I need to see?	✓
A copy of the constitution	
A copy of the latest Ofsted report	
Ofsted registration document	
The minutes of previous meetings	
Copies of annual reports	
A copy of the budget	
The annual accounts	
Staff records	
Copies of rental or partnership agreements	
Insurance certificate/ public liability and employers liability	
Business Plan	
Operational plan	
Copy of the welfare requirements	

## The Role of Treasurer

Job descriptions will vary from group to group as some employ a paid bookkeeper, administrator or pay-roll company. The treasurer has many tasks to perform and it is essential that the rest of the committee recognise and support that role.

### Job Description

- Responsible for reporting to the committee all matters to do with the groups finances.
- Keep clear, accurate records of the group's financial transactions
- Prepare a budget and budget forecast
- Manage the group's budget, issue bills, receipts and payment on behalf of the group.
- Manage the group's bank account in consultation with the rest of the committee and sign cheques on behalf of the group, as one of two signatories.
- Present a financial report to each committee meeting.
- Pay staff wages and volunteer expenses.
- Arrange for annual independent examination of accounts prior to AGM
- Give an annual financial report at the AGM

## Basic Checklist

What do I need to see?	✓
The accounts/ financial reports	
Current budget	
Current receipts and payments documentation	
Bank or building society statements	
Bank reconciliation	
Bank/ building society mandates	
Payment of fees policy and benefits information	
Payroll information	
Annual grants and funds information	
Financial diary- (what should I expect and when should I expect it?)	
Nursery education grant claim forms and information	
Milk claim information	
Waiting list to prepare new budget	

## The Role of Secretary

### Job Description

- Prepare agenda for meetings (in consultation with the Chair) and circulate to committee members
- Attend meetings and take minutes
- Send and receive letters on behalf of the group and keep a record of correspondence
- Inform committee of dates and times of meetings
- Inform everyone of dates and times of open and annual meetings
- Arrange the venue for meetings
- Co-ordinate circulation of relevant documents to committee members
- Some secretaries also manage the groups waiting list and arrange visits

### Basic Checklist

What do I need to see?	✓
Contact details of all staff and committee members	



Group events diary	
List of contact details for advisory and support agencies	
Copies of past agendas and minutes	
Correspondence and details of correspondence sent and received.	
AGM information- including process and forms for nomination of new committee members	
Venue for meetings – booking information	
As you will need to circulate these, you should also be given the following documents:  Policies and procedures  Copy of the constitution  Welfare requirements  Ofsted Report	
Copies of general letters and newsletters sent to parent/carers	
Waiting list - optional	

### **New Committee Members Welcome Sheet**

<p>Thank you for volunteering to join our management committee.</p> <p>Here are a few details about how we run and what we do.</p>
<p><b>CONSTITUTION</b></p> <p>Our constitution can be found .....</p> <p>It is our governing document. Please do read it. It is a fairly dry legal document but it explains how the committee must operate.</p>
<p>The group is/ is not registered with the Charities Commission?</p> <p>Our charities number is.....</p>
<p><b>MEETINGS</b></p> <p>We hold ..... meetings a year.</p> <p>We hold ..... open meetings a year, all parents welcome</p> <p>We hold an Annual General Meeting in the ..... Term to which all parents are invited.</p>

## **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 and line-manage the staff.
- must do their best to ensure the financial stability of the group.
- must try to recruit future members of the committee!
- the committee does/ does not employ an administrator or bookkeeper.
- does/does not 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 look forward to seeing you at the next meeting of the management committee which will be held at:

- Please arrange a visit to the group so that you can have a chat with the leader 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 enjoy your time as a committee volunteer and remember to encourage your friends to join us too!

## **Staff Relations – Them and Us?**

The relationship between management committee and staff can be a difficult one therefore; clear boundaries and roles must be set. These boundaries can often be difficult to define and can vary significantly from group to group.

It is essential that the committee and the leader / manager understand their role and boundaries and demonstrate respect for each other's position and responsibilities.

The committee agrees the extent of the delegated responsibilities of leader / manager and the limit of their decision-making authority, but is fully aware the final responsibility lies with the committee themselves.

The role of the committee in broad terms is to lead, direct and ensure the organisation operates effectively. Whilst the role of the staff is to manage, implement and carry out work that helps the organisation achieve its overall purpose.

The committee must entrust the day-to-day running of the setting to the leader, but a strong working relationship is essential.

The Chair of the committee and the leader should:

- Meet regularly at times that are appropriate, the leader may not be able to leave the setting at certain times of the day or for long periods
- Share information! Two-way communication is important, so both have an overview of the organization as a whole.
- The committee should seek the professional opinion of the leader when needed.
- Respect each other's views and opinions, be familiar with, and understand each other's job descriptions.
- Trust each other to fulfill their obligations.
- Listen to each other.
- Be involved in reviewing policies, budgets etc.
- Conducting staff appraisals is responsible for staff development and recruitment procedures.
- Organise team events to involve all committee members and staff to cement relationships and strengthen the team.

## **Effective meetings**

### **General Meetings:**

Your constitution revised in 2008 will state the minimum number of committee meetings that you must hold in a year. Meetings should have an agenda that are circulated a couple of weeks in advance of the meeting so that everyone knows what is expected of them and what issues will be discussed. The secretary with input should draw up the agenda from the chair, other committee members and the leader. The secretary should record the names and therefore number of people in attendance.

### **Annual General Meetings:**

The committee is elected for the coming year at the AGM. Voting can be recorded by a show of hands or by ballot. At this meeting the treasurer, chair and leader should give an annual report.

### **Open meetings:**

An open meeting is open to all and does not involve business discussions and decision-making, for example you might have decided to invite a speaker.

## **The agenda:**

Date, time, place of meeting

- Apologies for absence
- Minutes of the previous meeting
- Any matters arising from these minutes
- Chairs report
- Treasurers report
- Secretary's report on any received correspondence
- Leaders report
- Any important items for discussion
- The date, place and time of the next meeting
- Any other business- this should be kept to a minimum

## **A meeting has the following functions:**

- receive information
- consult members on their opinions, views and feelings
- discuss important policy decisions
- make decisions
- review past decisions
- plan for the future

## **Effective meetings:**

- have detailed agenda -sent out at least 1 week in advance
- agenda items in a logical order
- most important agenda items to come at start of meeting
- clear reports given – information, discussion or decision
- time allocation for each item
- agreed time of meeting to end
- minutes to summarise main points – who will act and by when
- people listen
- chair is in control

## **Role of Committee Members before a meeting:**

- read agenda
- read any relevant papers
- think about issues to be raised
- have any points they want to raise

## **Role of Committee Members in a meeting:**

- join in discussion
- have constructive ideas
- listen to others
- try to find areas of agreement

- avoid personal attacks
- accept decisions made by the majority

#### **Chairing a meeting effectively:**

- keep meeting focused
- draw out quieter people
- stimulate discussion
- control the group calmly
- recognise a potential decision
- stop discussion
- Keep to agenda and time-frame
- Ensure information is clear and relevant
- Control discussion and ensure full participation
- Ensure organisations policies are applied
- Identify decisions taken and ensure they are recorded
- Ensure any actions allocated to individuals are recorded
- move on

#### **Staff role at Committee meetings:**

- inform committee of activities and raise issues
- advise committee
- feedback items
- it is good practice to pay staff if attending committee meetings
- The [Pre-school Learning Alliance Model Pre-school Constitution 2008](#) gives permission for paid members of staff to be elected onto the committee, as long as the trustees consider it to be in the best interest of the charity (e.g. providing best value)
- They should not feedback any confidential items  
They can withdraw before discussions on items such as pay -often these come first on the agenda then staff join the meeting later.

#### **Decision-making:**

Ensure all committee members have read or heard all relevant information

What choices are available and what are the constraints

Agreement on the aim/objective, things to consider

- How is the aim to be achieved
- what are the steps and resources required

#### **Possible barriers to effective meetings:**

Reason of meeting unclear – no evidence of focus

Papers not sent out, - or too late for members to read them before the meeting

Not keeping to the agenda – or no agenda

Long discussions with no conclusion

Dominant individuals

Overload of work

Absent members – difficult for committee to function properly

Conflict – negativity

Rushing discussion – it is important to talk things through thoroughly

No continuity, no follow-up – erodes effectiveness of committee

**Issues for Committees:**

Dominant individuals

Members who do not attend

Not enough members

Overload of work

Old –v- new committee members

## Example Agenda

Committee meeting to be held on Wednesday 21<sup>st</sup> June 2009 at 7.30pm in the meeting room, Sunnyside Community Centre.  
(Please note meeting will finish no later than 9.00 pm)

### Agenda

1. Apologies -3 mins
2. Minutes of meeting held on 20<sup>th</sup> March- previously circulated
3. Matters arising -5 mins
4. Chair's report -10 mins
5. Treasurer's report:
  - a, Review of budget -15 mins
  - b, Unexpected expenditure on outside play equipment - 5mins
6. Secretary's report:
  - a, Correspondence received from Sunnyside Community Centre Management Group -4 mins
  - b, Correspondence received regarding 2007 town parade and fair -10 mins
7. Leader's report -10 mins
8. Items for discussion:
  - a. Review of staffing levels -20 mins
  - b. Ideas for fund raising stall for Town fair and parade (Fundraising group- set date for meeting) -5 mins
9. Date of next meeting.
10. AOB

Please send your apologies to the secretary if you can not come to the meeting.

## Example Minutes

### Minutes of committee meeting held on 21<sup>st</sup> June 2006.

Attending: Mary Bridge, Tessa Briggs, Robin Long, Steve Majid, Karen Smith, Paula Stearn, Anita Parker,

Agenda Item		ACTION
Item 1	Apologies received from Becky Taylor (secretary) unable to attend due to illness Karen Smith took role as minute taker.	
Item 2	Minutes of last meeting previously circulated	
Item 3	There were no matters arising from the previous minutes	
Item 4 Chair's report	<p>Steve gave a report on the progress the group has made this year</p> <p>A copy of the report to be pinned up on the parent's notice board.</p> <p>Steve reported that he had spoken to Bob from the Community Centre and the repairs to the Centre roof are likely to take place in the summer holiday. If the repairs are not completed when the children return in September arrangements can be made to use the hall if our room is still dangerous</p>	
Item 5 Treasurer's report	a, Tessa reported that the budget was looking very healthy due to fundraising efforts, the marketing grant and 6 new starters.	Secretary and Treasurer



	<p>b, The replacement boards for the climbing frame will cost £75 each and can be installed by Bob from the centre for free. There was enough money in the budget to pay for the boards.</p>	
<p>Item 6 Secretary's report</p>	<p>As Becky was absent Steve reported that the letter from the Community Centre was just official notice of building work already mentioned.</p> <p>b, Correspondence regarding town fair and parade. Committee discussed issue and voted to run stall at fair but not to enter parade due to lack of time.</p>	
<p>Item 7 Leaders report</p>	<p>Annabelle gave her report. The 2 sets of twins are proving challenging. Need to look at staffing levels.</p> <p>Annabelle reminded chair she would like help with staff appraisals at end of term.</p>	<p>Chair and Leader</p>
<p>Item 8</p>	<p>a, review of staffing levels: Committee discussed issue and decided that assistants Kerry and Lisa should be offered an extra session each for the rest of this term.</p> <p>b, Stall for town fair- Karen, Robin and Anita volunteered to run fundraising meeting for parents and to organise the stall on the day.</p>	<p>Chair and treasurer Karen, Robin and Anita</p>
<p>Item 9</p>	<p>Date of next meeting 2<sup>nd</sup> October 2006. (AGM)</p>	
<p>Item 10</p>	<p>There was no AOB. Meeting ended at 8.40pm</p>	

## Attracting and keeping committee members

Most voluntary management committees struggle at times to recruit new members. Different approaches and ideas work for each organisation and it is always worth reviewing your recruiting procedures and trying new ideas.

Always remember that committee's include parents and community members who are therefore highly motivated to ensure your organisation succeed. Being part of a committee can be satisfying and rewarding as well as equipping individuals with new skills and experience.

### Keeping members

- Keep all existing members informed of all matters (positive and negative)
- Recognise the good work, skills and support that members contribute
- Ensure committee roles and responsibilities are clear
- Expectations are comprehensive and achievable
- Some organisations offer out of pocket expenses for travel, baby-sitting etc.
- Offer training to fulfill committee roles
- Team building – fun events to strengthen team (committee and staff)  
Social events, team building activity etc.

### Attracting new members

Existing customers and word of mouth are your greatest assets – use them!

Keep members/parents informed of all you are doing with newsletters - what you do and how the children, school and community benefit from what you are doing, when you need help and how they can support.

Raise the profile of your group – with marketing techniques

- ☒ Leaflets or flyers
- ☒ Information in other people's brochures e.g. school, Children's Centre
- Pre-school prospectus
- ☒ Posters

- ☒ Pupil post via schools or parent groups
- ☒ Open sessions, for children and families to attend.
- ☒ Open evenings for parents to meet the staff  
(Try at the end of a session to see parents as they collect)
- ☒ Balloons, badges and sticker
- ☒ Bring a friend to breakfast or tea
- ☒ Special events
  - clown to visit
  - AGM – attract both parents and children (offer a disco for children, cheese, and wine for parents)
  - Celebrate setting anniversaries, accreditations
- ☒ Web site –containing logo and stating you are a committee/ charity

### **Attract and advertise beyond the organisation’s members**

- Statutory agencies – members who work in public service
- Commerce and Industry - many organisations have policies on staff involvement in the community – some actively encourage staff to undertake voluntary work.
- Colleges and places of further and higher education – Good establishments for advertising plus joining a voluntary committee may be part of a Prince’s Trust programme or a social care course.

### **Definitions and terms used by committees**

There are many terms used, below they are explained.

It is important to differentiate between the committee as a whole and the individual members.

As long as you understand what you are – that is the important thing!

#### **The whole group**

##### **Known as:**

- The Committee
- Voluntary Committee
- Management Committee

- Registered Charity or Charity
- Management Board or The Board of Management

### The individual members

#### Known as:

- Committee member
- Trustee
- Board member

### What these terms mean?

- Most of the terms refer to the way the group is legally established.
- Some of the terms are inter-changeable.
- Sometimes you can be called more than one thing.

### The Committee/ the Voluntary Committee/ Management Committee

- These are all the same and inter-changeable.
- It means the group who manages – or oversees the group.
- **Voluntary** just emphasises that there is no payment.
- **Management** means that they have a legal responsibility to make sure all legal obligations are kept
- **Voluntary Management Committee – this is not a legal form of management. It is another term for Board of Management**
- **Registered Charity or Charity**
- Groups, which register with the Charity Commission, are referred to as Registered Charities or as a Charity. They will have a registration number from the Charity Commission.
- All groups that are ‘charitable in their aims’ and have a turnover of more than £1000 need to be registered with the Charity Commission (This will be most of the Voluntary Managed groups in the county).

### Trustees

- Trustees are the group of people (committee) who manage the Registered Charity.
- The numbers of Trustees varies.
- Some Registered Charities have the whole committee as Trustees. Other groups just have the Chair, Treasurer and Secretary.
- The number of Trustees will depend on your constitution and the Charities Commission application form you submitted.

### **Trustees and Committee members**

- In some groups these are the same people the names are inter-changeable.

### **Management Board or Board of Managers**

- The term for the group of individuals who have collective responsibility for the management of an organization.
- This term is being used increasingly for all management types.

### **Other useful terminology**

#### **Company Ltd by Guarantee**

- This is the recognised legal route for Charities and Voluntary groups. You are then known as an incorporated association
- You will need to have Company Directors.
- Voluntary groups are advised to become Charities Ltd by Guarantee as it gives added protection for the individuals.

#### **Company Directors**

- Where you choose to become an ‘incorporated’ group you will need three or more Directors to comply with the Companies Law.
- You will need a Company Secretary.
- Directors may also be Trustees if the group is a Registered Charity.

#### **Incorporated Association**

- Is when a group becomes a company as well as a charity.
- Charities and Voluntary groups can incorporate as Companies Ltd by Guarantee.
- You need to have Articles and Memorandum – the rules and regulations by which the group operates.
- You will need to register with Companies House.
- Ask your Development officer for step-by-step information to becoming an incorporated association.

#### **Unincorporated Association**

- Group set up with constitution but there is little protection for committee members – they will be personally liable.
- This style of management is only suitable for very small community based groups.

# **ANNUAL CHECKS**

## **Responsibility of Chair**

### **Autumn term**

Elect officers

Review risk assessment

Food and drink water procedures

Hygiene procedures

Check Inventory ready for insurance

Review and update policies, circulate to staff and committee

Carry out Performance management

Safeguarding

Supervision

SEND

Check DBS up-to-date

Check companies house and Charity commission up to date

Check EY2s

### **Spring**

Health and safety review; posters, phone, first aid, plug covers, accessibility etc

Check Staffing procedures are in place and working

Check Safeguarding Designate member of staff up to date and carry out a safeguarding review

Check Insurance

Safeguarding

SEND

Supervision

Check all DBS up to date

Check companies house and Charity commission up to date

Check EY2s

## **Summer**

Check Registration and quality issues

Check documentation about children; Accidents Medication etc

Risk assessment

Visitor's book

Fire drills and lock down

Safeguarding

Supervision

Check DBS up-to-date

SEND

Check companies house and Charity commission up to date

Check EY2s

## **WESTNEWTON PRE SCHOOL**

### **Procedure for managing the late payment of fees**

- 1 If a parent is two months late with fees the arrears will be highlighted on the next invoice.
- 2 If a parent is 3 months late with the fees a general letter will sent out with the next month's invoice(letter1 appendix)
- 3 If the parent is 4 months late the name, address and arrears amount will be passed to the chair, the chair will send the policy and a letter, the parent will then have 28 days to clear the debt, if the fees are still owing after 28 days the parent will be informed that the child cannot attend the setting until the fees are brought up to date
- 4 If a parent doesn't respond to after 5 months the matter will progress to the small claims court.

Signed 09/4/17

Chair Denise Scott



**WESTNEWTON PRE SCHOOL**  
**PURCHACING**  
**POLICY**

The following policy is intended to cover all spending on equipment, materials, and services for the Pre School. Care should be taken to research the best price for all items and services.

Decisions on expenditure of up to £500 should be authorised by the Pre School leader without the need for further consultation with the committee.

Proposals for expenditure of between £500 and £1000 should be referred to the Chair or Finance committee members of the Pre School Committee for approval. The Chair or finance dept will check the financial situation and decide if the Pre School Committee is able to afford the item before authorizing the purchase.

The Pre School leader should refer proposals for expenditure over £1000 to the full committee.

Purchases for contracts or equipment over £1,000 require 3 written quotations wherever possible.

Committee members will declare an interest wherever applicable.

Signed 09/04/2017

Chair Denise Scott