**Registered Charity and Elected Committee**

We are a registered charity Preschool, run by an elected Committee of volunteers, mostly made up of parents/carers, family members of children attending our Pre-Schools. The Committee work in tandem with the Pre-School staff to ensure the smooth running of our Pre-School.

**Parents/Carers**

We depend very much on the goodwill of parents/carers and their involvement with the Pre-School with joining our committee.

Each volunteer member of the Committee will bring different skills which are invaluable to the running of our Pre-Schools. Committee members have worked, or do work, in various industries, however it is important to know that to be a committee member you do not need any direct experience to make a difference.

Without the Committee the Pre-Schools would not be able to operate and would have to close.

**Committee Responsibilities**

The Committee is responsible for:

* meeting the Welfare Requirements as set out in the Early Years Foundation stage (EYFS)
* working within our Governing Document
* are the employers of the staff but not responsible for the day to day running of our setting.
* Monitor the finances
* ensure and have awareness of the compliance with regards health & safety regulations
* keep up to date with written records
* policies and procedures
* comply with data protection procedures
* have a duty to safeguard children

All of the committee members are jointly responsible for making any financial or other management decisions.

All of the committee/volunteers will have to have a DBS check through OFSTED.

Only elected or co-opted persons can attend committee meetings.

There should be a minimum of 5 including the Officers.

We ask for a voluntary full 2-year commitment if possible or standing down from this position to support another person in the role, in particular the Chair and Treasurer to help keep consistency.

The Officers: Chair, Treasurer, Secretary are the three main roles required on the Committee. These posts have a more defined role, some details of which are set out in the sections below together with some of the duties shared amongst Committee members.

**Chair**

The public face of the committee.

* arranges and runs meetings
* ensures any decisions are voted on and agreed
* monitors decisions and implements action plans
* has a second vote if votes are divided
* is usually the line manager of the Setting Manager
* is usually first point of contact for management issues and liaising with staff
* signs off minutes of meetings, as an accurate record of what was discussed and agreed.
* Understands the requirements of OFSTED

**Vice Chair**

The Vice chair supports the Chair and where necessary will undertake their responsibilities if required.

**Treasurer**

Keeps and maintains all financial records. We have a paid financial administer who is responsible for carrying out financial records and reports, staff pay, funding claims and invoicing. The Treasurers role is to oversee this.

* implements and reviews business plans
* sets and forecasts budgets (with administrator)
* provides a financial report at each committee meeting (with administrator)
* oversees financial administrator, banking fees and other monies
* oversees administer paying wages and is a signatory for BACS transfers
* prepares Annual report and ensures accounts are audited and presented at AGM (with Administrator)

**Secretary**

Organises committee paperwork.

* writes and receives letters on behalf of the committee
* prepares and agrees agendas
* takes, writes and circulates accurate minutes
* may prepare the newsletter
* keeps copies of past meetings

Note: an administrator and/or Manager may be employed to take on some of these roles.

**Other Committee Roles**

All members of the committee will be involved in decision making and share the responsibilities which may include: –

* Staff liaison
* Fundraising
* Health and Safety
* Premises
* Marketing
* Organising helpers for events

**Committee Meetings**

* are held each month or half termly
* all committee members are invited
* invite staff to all or part of the meeting
* agree an agenda
* take minutes
* keep meeting quorate
* keep within a reasonable timescale
* abide by the confidentiality and equality policies

**Annual General Meeting**

* for committee, parents/carers, staff and the community
* held once a year in order to re-elect and elect committee members
* 2 weeks advance notice of meeting date should be given to the membership
* Nomination forms distributed
* to present an overview of the past year
* to present examined/audited annual accounts
* to readopt the constitution
* to readopt or change the settings police

**Help is available**

* Training courses
* Pre-school Manager
* Current Chair and/or Vice Chair

**Supporting Castor & Ailsworth Pre-Schools**

Your contribution will make a vital difference to the quality and continued success of our pre-schools, the common purpose and shared interest – quality care and education of your children.

If you would like to feel that you are putting something back into our community and volunteer for the Committee in any role, no matter how large or small, please speak with your child’s preschool Manager or any committee member or email us at kerry@castorpreschool.org.uk