



St. Mary's Preschool, Lymm

Registered Charity No. 1026307

Preschool Committee Information and Handover Policy

A new preschool committee is elected annually at the AGM.

At the AGM new committee members are welcomed onto the Preschool Committee, subject to the EY2 and DBS checks being completed.

The outgoing committee remains in charge of the preschool until the incoming committee has had their EY2 forms and DBS checks approved.

Committee members must all complete the Committee member declaration form (included at the end of this policy). The form is confidential, with the enclosed information seen only by the Chair.

Ofsted **MUST** be informed within **14 days** of any changes to the management committee. **Failure to do so means the Preschool is in breach of a statutory requirement.** This is done by following the series of steps below.

In order to ensure a smooth transition between preschool committees the following actions will be undertaken:

Within 48 Hours of the AGM:

- New committee members will have begun their EY2 forms and DBS checks
- The Chair will inform Ofsted of the new committee members by submitting the EY3a form and emailing it to enquiries@ofsted.gov.uk. The following details will be required:
 - Name, address and date of birth of each of the committee member that are now on the committee (both new and remaining members)
 - Name, address and date of birth of each committee member leaving the committee with a note that this will happen once the EY2 and DBS checks of new members have been approved.
 - The Registration number of the setting is RP905018
 - The setting reference number is EY552009

Within 7 days of the committee meeting:

- All new and existing committee members are to read, and sign to state that they have read, the Preschool Safeguarding Policy. The form to sign is included at the end of this policy. The link to all other policies will be shared with the committee and they are encouraged to read them.

- Handover meetings between the specific roles of Chair, Treasurer and Secretary should be conducted.

Once all EY2 forms and DBS checks have been approved:

- Chair to submit a second EY3a form to enquiries@ofsted.gov.uk to inform them of the members of the committee that have now stood down. Names and dates of birth are required for this form.
- Charities Commission details to be updated by Treasurer

Progress of the various forms should be monitored.

Name	EY2		DBS		Completed
	Submitted	Approved	Submitted	Approved	

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.

Our committee has a Chairperson, secretary and treasurer who have specific roles and responsibilities in addition to those of a general committee member.

Committees can vary in size but need to have enough members to carry out necessary tasks. There is a minimum number of 5 required and a maximum number of 12. In compliance with the Early Years Learning Alliance model constitution 2008, 60% of committee members should be parents unless special arrangements are made through the EYLA 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 is called.

Committee

Committee members work with the Supervisor to develop a good working relationship to ensure that the legal requirements are met and that the aims and objectives of the preschool are appropriate.

The committee is responsible for recruitment, paying salaries and managing contracts of employment.



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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 and guide 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 creates an annual preschool development plan.

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.
- EYFS 2014
- 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, there are opportunities to develop new skills in areas such as management, marketing and recruitment. .

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 supervisor.
- Responsible for recruitment of staff (with support from other members & supervisor)
- 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

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.



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- 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.
- Work with the administrator to 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
- Co-ordinate circulation of relevant documents to committee members

Basic Checklist

What do I need to see?

- Copies of past agendas and minutes
- AGM information- including process and forms for nomination of new committee members

New Committee Members Welcome Sheet

Thank you for 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 fairly dry legal document but it explains how the committee must operate. The group is registered with the Charities Commission.

Our charities number is 1026307.

Meetings

We hold 6 meetings a year, roughly one per half term. 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 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 employs an administrator..
- does not have a fundraising sub group and therefore carries our fundraising duties.

Finances

As a charity 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 and more information can be found in our Reserves Policy.

We hold a variety of fundraising events each year. Volunteers are welcome to claim back relevant and legitimate expenses.

Thank you for your support. We do hope you will enjoy your time as a committee volunteer.



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Committee member declaration

This declaration must be completed and returned to the Chair. The information contained is confidential and is seen only by the Chair.

Name:

Address:

Date of Birth:

Do any of the following statements on suitability and disqualification, taken from the Ofsted EY2 form, apply to you? Yes / No (Please circle)

- Have been found to have committed certain offences against a child.
- Have been found to have committed certain offences against an adult (such as murder, kidnapping, indecent assault, rape, assault occasioning actual bodily harm)
- Have been included on the list of those who have been barred from working with children, held by the independent safeguarding authority.
- Have been charged with an offence against an adult, or an offence that is related to an offence and had an order imposed.
- Have been made the subject of a disqualifying order
- Have been made the subject of an order or determination of an order where the child has been removed from their care or been prevented from living with them.
- Have been refused registration as a childcare provider or have had a registration cancelled (other than cancellation for non payment of the fee for continued registration after 1 Sept 2008).
- Are living on the same premises as another individual who is disqualified for one of the above reasons.

Have you ever been involved with social services in respect of your child? Yes / No (Please circle)

Have you ever been convicted of any criminal offences or been given a caution? Yes / No (Please circle)

Please provide two referees who would be willing to provide a reference as to your suitability as a preschool committee member. These people should have known you for more than two years.

Name:

Address:

Email:

Name:

Address:

Email:

Committee Safeguarding Policy Form

I _____ confirm that I have read and understood the St Mary's Preschool Safeguarding Children and Young People Policy.

Signed: _____

Date: _____

This policy was adopted by	St Mary's Preschool
On	September 2019
Date to be reviewed	This policy is reviewed in line with changes to national policy or every 3 years, whichever is the soonest. This is the current version.
Signed on behalf of the provider	_____
Name of signatory	_____
Role of signatory (e.g. chair, director or owner)	Chair
