

Committee Roles and Responsibilities

Little Fingers Pre-School is made up of a Chairperson, Treasurer, Secretary and Committee Members.

It is stated that at least 60% of the Committee members must have children at the Pre-School at the time of the last election (October 2019). Anybody on the committee who is not a family member is an Affiliate Member. The Manager attends our committee meetings cannot vote at meetings and must leave the meeting when the agenda is set to discuss any pay/holiday or staff issues that include her.

As a committee, we do NOT organise the day-to-day running of the Pre-School, as that is the responsibility of the Manager. However, the Committee are legally responsible for the organisation and finances of the Pre-School.

The Committee is responsible for ensuring that the group complies with any requirements relating to OFSTED inspections. They ensure that the incoming money balances with the money going out and that there is a contingency fund. The Committee will work with the Manager in applying for grants, due to the charitable status of the group and organise any fundraising events.

Any staff vacancies will be advertised by the Manager and the Administrative Assistant but the Committee may be on an interviewing panel if their individual skills will help in this selection process.

The Committee is responsible, along with parents, for drawing up, agreeing and adopting policies for the Pre-School.

As a Committee Member, you are responsible for attending Committee Meetings. For a meeting to take place there must be at least half the Committee Members in attendance of which at least two must be officers of the Committee (i.e. Chairperson/Secretary/Treasurer). These meetings will be held every four to five weeks at Little Fingers Pre-School. We aim for each meeting to be no longer than 90 minutes, however depending on the nature of the business on the agenda for each meeting this may increase. Additional meetings may be held to organise fundraising or if any special circumstances arise.

To protect the Pre-School and the children, all Committee Members will be DBS checked and will be asked to fill out all relevant paperwork. The Pre-School will pay any administration cost now (currently £8.10) – however this will be closely monitored if the cost increases, and all new members will be notified if a contribution will be needed.

Finally, it is important that all Committee Meetings are confidential and should NOT at any time be discussed out of Pre-School or with parents/staff or family.

Role of the Chairperson

The role of the Chair is to lead the management committee, developing and maintaining an effective working relationship between the committee and its staff and volunteers.

General duties:

- Ensure meetings are run effectively, enabling democratic decision-making and full participation by the committee
- Lead the development and monitor implementation of policies and strategic plans
- Liaise with the setting's Manager to work together to achieve the aims of the organisation and provide support as appropriate
- Sign, and or write letters on behalf of the Committee and the organisation
- Liaise with the Treasurer
- Conduct annual appraisals of the Manager's performance and jointly establish training and development needs

- Attend selection panels and disciplinary panels as appropriate for Committee Members, paid staff and volunteers
- Act as an ambassador of the organisation by attending functions, meetings, liaising with the press and acting as a spokesperson as appropriate
- Set and manage the agendas of all meetings
- Ensure a quorum at meetings as set out in the governing document
- Ensure all staff and Committee Members are DBS cleared

Role of Secretary

The role of the Secretary is to support the Chair by ensuring the effective administration of the Committee.

General duties:

- Together with the chair produce the agenda and circulate to members, along with supporting papers in good time
- Ensure all the arrangements are made for the meeting including booking venues, arranging equipment and refreshments and planning for those with special needs
- Take and write minutes following meetings and circulate promptly to all committee members
- Make sure the minutes of the previous meeting are agreed and signed by the chair
- Inform any members who were absent of any actions they need to take
- Maintain the membership list
- Produce a written AGM report as required
- Ensure that the organisation has adequate insurance
- Receive correspondence and report to the committee
- Ensure necessary documents are completed and submitted in accordance with the statutory regulations and the organisations constitution
- Keep the constitution, copies of minutes and other records in a safe place and in accordance with the requirements of the General Data Protection Regulations.
- Send out publicity about the organisations
- Ensure members of the organisation are provided with copies of the annual reports and policies

Role of Treasurer

The role of the Treasurer is to maintain an overview of the financial affairs of the organisation, ensuring that proper financial records and procedures are maintained

General duties

- Present accounts, financial statements and budgets to the committee at meetings and at other times as required
- Ensure the financial viability of the organisation and monitor financial resources to ensure they are adequate to meet the organisations present and future needs
- Ensure that financial procedures and controls are in place
- Check bank statements and reconcile them with the cash book on a regular basis
- Ensure that bills are paid promptly and all income is banked correctly
- Offer advice on financial implications of the organisations strategic aims
- Ensure that the organisation has an approved investment policy and that there is no conflict between this and the object of the organisation
- Liaise with the manager of the organisation on financial matters
- Ensure that accounts are prepared, disclosed and submitted to the relevant bodies in line with constitution and statutory requirements
- Maintain an inventory of equipment e.g. computers resources etc

Role of Committee Member

The role of the management committee is one of responsibility, trust and strategic planning to ensure the effective management of the organisation

General duties:

- Strategic planning and guidance aimed at ensuring the organisation is working to achieve its aims and objectives
- Ensure all decisions made are in line with the organisations constitution
- Ensure the organisation complies with its governing documents and meets all legal requirements
- Ensure the organisation is managed effectively and operates within its guidance, budget and business plan
- Respects confidentiality
- Ensure the organisation uses its resources effectively to meet its aims and objectives, attend meetings and give firm strategic direction, setting policies, defining goals, setting targets and evaluating performance against the targets.
- Ensure financial stability of the organisation
- Recruit and manage all staff including volunteers
- Protect and manage the property of the organisation and ensure proper investment

Legal matters

A guide for voluntary management committees produced by The Early Years Alliance is available for all committee members. Please refer to the Administrative Assistant. In this information, you will find all legal matters focusing on the different types of legal structures that can be adopted by non-profit making organisations. The voluntary management committee is the most widely used management structure in childcare but other options are open to childcare groups.

Whether it is large or small, an organisation needs a set of rules which are set out in the governing document and will define what the organisation sets out to achieve. The form of the governing document will depend on the selected legal structure.

Meetings

General Meetings

Meetings should have an agenda that are circulated a couple of days in advance of the meeting so that everyone knows what is expected of you and what issues will be discussed. However, please find our agenda below that will be used for every general meeting. If for any reason the agenda is to be changed due to different circumstances a new agenda will be issued as above.

Annual General Meeting

The Committee is elected for the coming year at the AGM. Voting can be recorded by a show of hands and or by ballot. At this meeting the Treasurer, Chair and Manager 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 decide to invite a speaker.

Meeting 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 a detailed agenda of items in a logical order.
Most important items to be dealt with at the start of the meeting
Clear reports given – information, discussion, decisions
Time allocations 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

Roles of Committee Members before a meeting

- Read agenda
- Read any relevant papers
- Think about the issues to be raised
- Have any points they want to raise

Roles of Committee Members in 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 discussions
- Keep to agenda and time frame
- Ensure information is clear and relevant
- Control discussion and ensure full participation
- Ensure information is clear and relevant
- Ensure organisations policies are applied
- Identify decisions taken and ensure they are recorded
- Ensure any actions allocated to individuals are recorded

Little Fingers Pre-School Agenda – General Meeting

Date

Time

Place of meeting

1. Apologies for absence
2. Minutes of previous meeting
3. Minutes Signed by chairperson
4. Any matters arising from these minutes
5. Treasurer's report
6. Manager's report
7. Any important items for discussion
8. Any other business
9. The date, time and place of the next meeting