



# COMMITTEE POLICY

## **Legal responsibilities of the committee**

*N.B these points detail what the committee are responsible for, but may not necessarily be directly involved in.*

- Complete DBS forms and attend a Safeguarding/HSE session with Manager as soon as possible after election to committee to fully understand your role in helping to safeguard the children in the preschool.
- Ensure that preschool complies with its constitution, charity law, Ofsted, Health and Safety legislation and local authority requirements
- Ensure that Safer Recruitment procedures are followed for all appointments of committee, staff and volunteers in the preschool
- To adhere to all preschool policies and review them according to the policy review schedule

## **Other responsibilities of the committee**

*N.B these points detail what the committee are responsible for, but may not necessarily be directly involved in.*

- Maintain a strict confidential approach to all committee/preschool matters and understand the reasons why.
- Attend regular meetings
- Always work in the best interests of the preschool and follow policies accordingly
- Act with integrity, avoid any personal conflict of interest, or misuse of charity funds or assets
- To maintain good relationships and a good standard of communication between staff, parents and the committee
- To ensure the waiting list is kept up-to-date. The committee has the power to decide which children are admitted to the preschool and if necessary to ask parents to withdraw their child from the preschool. Currently undertaken by the Administrator
- Be pro-active in presenting the preschool as an anti-discriminatory establishment that welcomes all families
- Ensure that two way communication and support between staff and committee takes place i.e. consult with staff and utilise their qualifications and experience and offer support and individual expertise to staff

The Charity Commission has a statutory obligation to regulate and monitor charities and failure to run a charity in accordance with the constitution could lead the committee open to investigation

## **Main functions of the committee**

### **Staffing**

- The committee acts as the employers of preschool staff, it has the power to appoint and dismiss staff (subject to the provisions of the Employment Protection Act 1975)
- Ensure that sound management of staff is undertaken by the Manager and that strategic direction and targets are provided to staff through an appraisal and 121 system usually undertaken by the Manager and a nominated Committee member.
- Agree staffing policies
- Review pay scales and salaries annually (in the summer term)
- Agree when salaries are to be reviewed (e.g. when a staff member completes an NVQ level or other qualification)
- Review ancillary costs e.g. overtime
- Agree staffing budget and staff: child break even ratios to allow Manager to adjust staffing needs as necessary (e.g. when child numbers rise or fall), without the need to wait for Treasurer's decision.
- Nominate staff member to undertake Safer recruitment training (\* a legal requirement) to work alongside Manager to appoint staff as needed. Confirm any appointments with the Chair, not necessarily the whole committee.

### **Fundraising**

- Provide funds for additional resources other than those funded by the local authority e.g. play equipment, outings, IT resources, staff uniforms
- Fundraising is currently lead by a fundraising officer assisted by a small fundraising committee
- Agree priorities for use of monies raised from fundraising through discussion with staff as to the needs of the preschool and, wherever possible, consultation with parents and children.
- Adopt fundraising policy and ensure that Charity Commission fundraising ethics are followed at all times

### **Budget setting**

Before the start of each academic year, budgets should be set for each revenue stream and cost category. These will be set as per the agreed template, following consultation with staff and committee.

#### *Finance*

- The committee should be advised of the current financial position at every meeting
- An annual profit and loss statement should be available to parents at each Annual General Meeting
- Agree each year who should be able to sign cheques along with Administrator
- Agree the process for internet banking (as this usually involves only one person) i.e Administrator
- Agree process for petty cash carried out by Administrator
- Agree what expenditure can be undertaken by the treasurer or staff without reference to the full committee (e.g. when within budgets set above and monetary forecast is good), currently £300 limit agreed by Administrator/Pre-school Manager, anything over to be agreed by full committee.

- The equivalent of 3 months running costs should be set aside as 'emergency funds'. If levels go below this, the committee must be convened in order to review the financial position of preschool and agree any necessary action. Agree what 'emergency' funds the treasurer should keep within preschool accounts and at what level a committee review of finances should be triggered. This must include rent & redundancy monies.
- Regularly review banking arrangements to maximise cash flow and interest returns