



# Preschool Committee Handbook



This handbook gives an introduction of the work of the voluntary Committee at Perranporth Pre-School. We hope it gives you some insight into the role of the Committee.

Working with the committee can be many things; a way to get more involved in your child's preschool experience, a way to improve the running of an established and valuable local service, a way to make friends, learn new skills and even have some fun. You will find out that jobs on the committee are varied and interesting and that, depending on the role you take on, it is up to you how much of your time and energy you are willing or able to give.

In this handbook we hope you will get a good idea of what goes on and hopefully see that there is something for you.

Our Preschool Perranporth Preschool is an OFSTED-regulated preschool situated in Perranporth, Cornwall. We provide early years education to more than 56 2, 3 and 4-year olds. We were rated "Good" by OFSTED at our last inspection in May 2019. We are open Monday to Friday, 8:00am - 4pm, in term time only. If we get enough interest, we may run an additional holiday club during Easter and Summer. We offer free parent-and-child trial sessions. Our fees are currently £4.50 an hour. We accept new children in September and January and accept 30 hours funding.

As a charity, we are affiliated to the Early Years Alliance (EYA) and rely on grant funding, fees payment and fundraising to keep us running. We serve the surrounding local area, feeding into Perranporth Primary School, Goonhavern School and Mithian School.

We are based in the family help hub which has a kitchen, office, one to one room, committee room and accessible toilet facilities. We have 2 large all weather, secure outdoor areas, accessible to wheelchair users and those with physical disabilities. As well as a large selection of outdoor play equipment, our outdoor areas boasts an insect hotel, vegetable garden, and a mud kitchen. One of our outdoor areas houses our Forest School.

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## Committee and Staff Roles

The Committee Officers consist of a Chairperson, Secretary and Treasurer. These positions are filled at our Big Meeting (AGM) each July and those voted in are in position for at least one year. Sometimes we also have a Deputy Chairperson and/or Co-Chair to support the role of the Chair. The Chair and Treasurer are provided with dedicated email accounts for use in their preschool roles.

### The Chair:

The Chairperson plays a strong coordination role; bringing the Committee together to make key decisions, supporting the Manager with any issues and generally represents the Preschool in a positive way. The Chair needs to have a certain level of confidence, along with good people and communication skills. They need to be willing to read up on certain legal documents and gain an understanding of Charity Commission and Ofsted requirements in running the setting. They should have a real desire to improve the Preschool and any business management skills could be useful.

Responsibilities of the Chair are to:

- oversee the committee, and chair meetings (approx. 3 a year)
- welcome at the AGM and report on preschool events
- assist with staff recruitment, retention and any employment or legal issues that may arise
- provide line management support to the setting Manager (and sometimes the Administrator)
- support and authorise the work of the Treasurer, Management Secretary and Manager (and sometimes Business Administrator) e.g. overtime forms
- act as a signatory e.g. Manager overtime forms and Provider Agreement
- delegate and ensure jobs within the committee are shared and completed
- Liaise with the Manager and the Administrator to ensure all preschool policies are fit for purpose, comply with statutory requirements and reviewed at least once a year by Committee.

### The Secretary:

This role is required to take minutes at committee meetings and compile agendas. On behalf of preschool, you may also need to compose letters and emails, produce posters / flyers and work closely with the Manager or Administrator; sharing information and keeping each other up to date.

Responsibilities of the

The Secretary is to:

- liaise with the Chairperson to draft & agree committee meeting agendas
- take detailed minutes and actions at all committee meetings



- liaise with other committee members to collate and prepare all papers needed for committee meetings (at least a week beforehand). The papers should include correspondence since the last meeting and minutes, which are a record of the last meeting
- draft Preschool correspondence, such as Committee emails and newsletters to parents – to be approved by the Preschool Manager or Chair
- liaise and work with the Administrator on certain jobs

## The Treasurer:

This role responsible for keeping the financial records of the preschool in order and requires a reasonable level of financial awareness and spreadsheet knowledge. They oversee income and expenses and help set budgets and plan for projected spend.

### The responsibilities of the Treasurer are to:

- be primary contact for preschool bank account
- receive bank statements and perform quarterly checks of income and outgoings, receipts and invoices (this is managed more regularly by the Administrator)
- act as primary signatory for cheques
- work with the Manager and Administrator to set annual budgets with the committee
- report on finances at each Committee meeting
- prepare a Treasurer's report for the AGM
- ensure submission of end of year reports to the Charity Commission (legal requirement)
- support banking of fundraising income
- liaise with the Payroll Administrator over correct payment of staff salaries Other Committee roles, which can be split between members if required, include:

## Fundraising Lead

- Liaise with committee members and parent helpers to make sure fundraising events are fully staffed and run smoothly
- Report to committee on profits made
- Liaise with Marketing Lead and/or Administrator to ensure widespread promotion of fundraising events, which should include emails to parents and the Preschool website.
- Lead on organisation for other fundraising events as required and agreed by Committee.



## Marketing Lead

- Post regular updates to the preschool website at least once every half term (the manager will help with this)
- Arrange design, printing and distribution / display of posters, leaflets, banners and/or advertising as agreed by committee and in liaison with the Fundraising Lead and/or Administrator
- Liaise with local newspapers or magazines, for example to promote good news stories and arrange advertising

## Safeguarding Lead

Receives appropriate training and supports the Preschool Manager and practitioner Safeguarding Lead in ensuring preschool policies and practices fulfil statutory child protection requirements.

## General Committee Members

To run a successful committee, we need different people with a variety of skills. Most importantly enthusiasm is a must. Our committee is made up of:

- Family Members – Between 2 and 9 parents who are voted onto the committee at the AGM.
- Co-opted Members – up to 3 people, sometimes those without children at the preschool, who are enlisted for their expertise in certain areas.

All committee members provide a supportive decision-making role. You would be expected to:

- attend committee meetings (standard 3 a year, plus AGM – in evenings)
- help with fundraising ideas and events
- help review and agree Preschool policies
- suggest business improvement ideas
- act as Ambassadors for Preschool, for example by promoting it online and acting in a way that is supportive and professional
- discuss Ofsted reports and relevant audits as appropriate
- help at certain special days in the setting through the year (e.g graduation, Sports Day)

All Committee members must pass enhanced DBS (police) checks before being able to support preschool business. The preschool Manager oversees this process, which is fairly quick to complete.

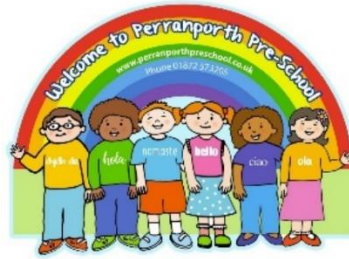


## Staff

The staff group at Perranporth Pre-School currently consists of:

- **Manager:** Sarah is responsible for the day to day management of preschool activity; including leading the staff team and children's activities. planning curriculum activities, managing staff issues and rotas, liaising with parents and committee and overseeing health and safety and child welfare (safeguarding). Sarah is our OFSTED registered person which makes her first contact in the event of an inspection or complaint. She is also a key worker.
- **Deputy Manager:** Diane oversees the setting during Sarah's office time and supports in overseeing child welfare. She deputises for her in her absence and is also a key worker.
- **Room Supervisor:** Maria oversees the running of the room, ensures all paperwork is filed and filled in correctly. She supports the manager and the deputy. She too has key children.
- **Administrator:** Elaine has a key role at preschool and is responsible for ensuring all income, fees and invoices are paid and recorded. She manages the day to day business support and administrative practices, including policy development, parent communication and marketing activity. Payroll Administration: This is managed by an independent company; HMC Payroll. Payment of staff wages remains the responsibility of the Administrator and the Committee Treasurer.
- **Early Years Practitioners (Level 3 qualified):** Debbie, Hayley, Catherine, work various permanent hours. Staff with a Level 3 childcare qualification are "key workers", which means they have responsibility for a group of "key children" and for leading the care and development of those children during their time with us. As key workers, practitioners are also required to document observations in their children's preschool journey and ensure the care and support they receive best meets individual needs.
- **Early Years Practitioner (Level 2):** Adriana, supports the level 3 practitioners with a small number of key children.
- **Early Years Bank Staff:** We currently have 2 Early Years Bank Staff on our books; Gwen (who is level 3 qualified), and Alisha (who is Level 2 qualified) They do an important job in supporting our core staff on ad-hoc temporary hours, as well as providing staff sickness cover.
- **Maternity Leave:** We currently have two members of the team on maternity leave Eloise (level 3 early years practitioner) and Anne-Marie (Level 6 Deputy Manager)
- **Students:** We also support fully supervised students on work experience from time to time, to support them in gaining practical experience to support their early years studies.

Several of our staff team have been working in the setting for many years, with some even being on Committee in previous years.



## Meetings

- Committee meetings take place approximately once every term (3 a year). They are usually held on a weekday evening, either in Perranporth Pre-School or in a committee member's house.
- All members are invited to add items to the agenda, which is sent out by the Secretary or Chair.
- The Chair runs the meeting, and everybody has the chance to talk and raise ideas.
- Members of the committee vote on any key decisions and if they cannot get to a meeting, they can send a vote "by proxy". In the event of a nonminority vote, the Chair has the deciding vote.
- Respective reports are provided by the Chair, the Manager, the Administrator and the Treasurer.
- Policies are reviewed, and any changes are discussed and voted on.
- If an event is coming up, jobs will be discussed and shared out.
- The Management Secretary takes the minutes and they are subsequently sent out to all the committee members after the Chair has signed them off.
- All our meetings are relaxed, friendly, open and productive!

## The Big Meeting (AGM)

- This happens once a year at the end of June. It is open to anyone and is a chance for community members, committee and staff to hear about preschool's successes and challenges of the past academic year.
- The agenda and details are distributed beforehand.
- The minutes from the previous AGM are approved. Full reports of the past year are given by the Chair, the Manager and the Treasurer, included checked accounts from the previous year.
- This meeting serves as an official handover between the old committee and the new, so committee members are elected, or re-elected and new general members are nominated and then voted in.
- There may be changes to the constitution (our legal "rules" of operation) that need to be discussed and voted on.
- Other issues, including related local or national issues, might be discussed.
- Any resolutions are proposed by a member and seconded, then opened to the floor for discussion before any decisions.



## Annual Jobs and Other Roles

The preschool calendar is predictable, and many events occur annually. This list is a pretty good guide, although it is not exhaustive or fixed, as each year the group of children and families are different, and we are always welcome of new ideas and improved suggestions.

- Autumn Term = October stay and play – come and speak to parents about the committee and what it means to be on the committee.

November winter ball - Run the tills, provide a refreshment stall, Help clear up Christmas Raffle Help source raffle prizes.

December Christmas outing - Assist on the day, help staff and children.

- Spring Term = February Stay and Play - come and speak to parents about the committee and what it means to be on the committee.

Easter Fete – Help set up stalls, think of stalls, find an Easter bunny, organise a raffle, Easter bonnet contest, set up food and tidy up.

May fun run - Promote event in advance Help set up, provide a refreshment stall, Help clear up

- Summer Term = Month Event Committee Role June AGM Invite parents / new members Handover of the leaving committee New committee members voted on Details taken for DBS checks Minutes taken and shared

July Graduation - Help set up Wrap presents, take photos for children's leaving gift, Help clear away

July end of School year trip - Assist on the day, help staff and children.

The committee are always welcome in supporting various activities throughout the year as required. These include:

- Assisting within the setting: helping with washing up, preparing snack, washing of toys, clearing storage cupboard and outdoor area, helping prepare craft activities, supporting new child Stay and Play sessions and updating displays.
- Fundraising: Supporting fundraising efforts, providing ideas, promoting, selling tickets, attending events and bringing along friends and family.
- Ofsted Inspection: In the event of an inspection the committee should be seen to be taking an active interest in the setting, offering suggestions for improvements.
- Special Days: On occasion days away from the setting may be organised which require extra support, for example, we usually hold an annual Beach Day in July and at least one preschool trip a year.





## The Constitution

The constitution is the set of rules by which the Pre-school is run and how the committee organises itself. It is a committee role to check that the constitution is fit for purpose. It will qualify how meetings and how the AGM should be run, amongst other things. A copy of the current constitution can be found on the preschool website.

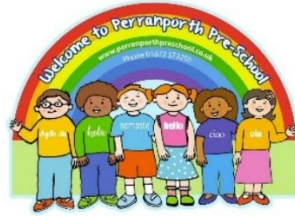
## Policies and Procedures

There are approximately 129 Policies and Procedures in place covering everything from Special Educational Needs (SEN) and Parental Involvement to Data Protection (GDPR). Policies are reviewed on a rolling basis at each committee meeting. Committee members are asked to read and input ideas into the policies at the time of review. These are voted on during a committee meeting, and members sign that they agree. From time to time it may become apparent that a new policy is needed. This will be usually initially be drawn up by the staff for committee input. The Manager has overall responsibility for implementing policies. Committee members should have a good idea what is written in the policies as these provide the basis for how the setting is run. Some will directly refer to the committee, such as the Equal Opportunities or the Complaints Procedure. Full and up to date copies of all policies are kept in the Policies folder in the preschool office and are freely available to all visitors and families.

## Fundraising

Fundraising is a large part of the committee's role; a lot of the work and most of the fun, comes from arranging and working on fundraising ventures. During the first half term the committee decide what sort of fundraising they would like to do. They need to consider how much they would try and make – this might depend on the preschool wanting to buy certain things that would cost a set amount. Of course, fundraising is not just about making money, it often creates great opportunities to socialise and support the wider community. Coffee mornings or events are a time to meet other family members and friends of the children. Working together tends to cement a team and successfully raising cash is very satisfying. Jobs that sometimes need filling might include:

- Advertising events around the area.
- Booking a space (hall, church)
- Finding raffle prizes
- Creating posters, flyers etc.
- Communicating the event to preschool families – and maybe beyond.
- Sourcing specific things –food, cakes, quiz master etc
- Manning the event
- Securing and coordinating donations
- Marketing the preschool well is also an important committee role.



## Handing Over

After new Committee members are elected at the AGM, the outgoing Chair, Management Secretary and Treasurer (known as “Officers”) hand over all of the information, email accounts and paperwork they have used during the previous year. New details of the Officers are sent to the Bank, to Ofsted, to the Early Years Funding Team and the Charity Commission. All new members need to apply for a Disclosure and Barring (DBS) Certificate relevant to Committee roles. This requires completing an on-line process and providing identity verification, supported by the Manager and Administrator. They also need to apply to be put on to the Early Years Register as they will be responsible individuals within the preschool. The Committee contacts list is updated and emailed to all new members.

Working with the staff as a committee-led charity, the Committee are classed as the staff employer. So, a major role for the Chair particularly is working with the Manager and Administrator if any issues arise.

While being on the committee you may be involved in decisions on wages, staff training, changes to contracts, problems or grievances or recruiting new staff. The Officers should be prepared to read up on legalities involved in this area and the correct procedures that should be followed. They will lead the committee in any decisions that need to be taken. There is a good deal of written information in the setting and support is offered by the Early Years Alliance, local Support Services for Education, the Manager, Assistant Manager and Administrator.

## Support Available to the Committee/Sources of Support Contact Details

ACAS: Help and advice for employers and employees

0300 123 1100 [www.acas.org.uk](http://www.acas.org.uk)

Charity Commission for England and Wales: Regulatory body for charities, with advice on running a charity and information on charity performance.

0845300218 [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

Health and Safety Executive: Advice, guidance, news, tools & legislation for work-related health, safety & illness

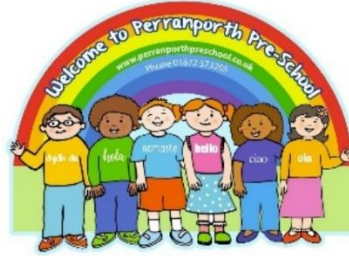
08453450055 [www.hse.gov.uk](http://www.hse.gov.uk)

Lawcall: 24hr legal helpline, free to us as a PLA member

01455 255205

Ofsted: Office for Standards in Education, Children’s Services & Skills. Our inspection and regulatory service.

0300 1231231 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



Alison Cox, Early Years Support Assistant  
Cornwall Council, Education and Early Years [alison.cox@cornwall.gov.uk](mailto:alison.cox@cornwall.gov.uk) Mobile 07973 497033  
<http://www.cornwall.gov.uk>

Early Years & Education Support, Early Years Learning and Development Team:  
[earlyeducationtraining@cornwall.gov.uk](mailto:earlyeducationtraining@cornwall.gov.uk).

The Ofsted website holds lots of information on inspections, including what inspectors look for and what to expect on a visit.

The Early Years Alliance (EYA) provides advice on all aspects of running a committee led Pre-School, legal issues, employment and recruitment, insurance and inspections. Perranporth Pre-School pays a regular subscription charge to be affiliated to the EYA, which includes a pack of template policies to adapt for our own use, and our setting insurance.

Early Years Alliance: Guidance on all aspects of running an early year setting.  
02076972500 [www.eyalliance.org.uk](http://www.eyalliance.org.uk)

Cornwall Support Services for Education employs an Early Years Support Manager who can provide timely free advice and information, to both staff and Committee, on all aspects of Pre-School business, including template documents and policies. They can also help settings access grant funding, HR and IT Advice. Cornwall council also hold a wide range of training courses for committee members, which are often free to attend.

The internet also holds a wealth of information to support Committee members understand their roles and responsibilities.

Thank you for taking the time to read this handbook we hope it helped.