

Administration

4.11 Role of Committee Members

Role Description- Chair

Responsible to: St Joseph's Nympsfield Out of School Club Committee

Responsible for: St Joseph's Nympsfield Out of School Club and the line management of the Play Leader

Purpose of the role:

- To act as the public face of the St Joseph's Nympsfield Out of School Club (OOSC) to fulfil legal and statutory requirements;
- Representing the OOSC where necessary at public events and sometimes at meetings with other organisations.
- To contribute to the strategic direction and development of the OOSC service ensuring that St Joseph's Nympsfield Out of School Club is providing safe, high quality education and care for OOSC children

Specific Committee Member Duties:

- Act as first point of contact for St Joseph's Nympsfield Out of School Club.
- Read Part Two of the latest version of Keeping Children Safe in Education, entitled "The Management of Safeguarding".
- Complete "Safeguarding Children – for Education (Level 2)" within two months of joining the Committee.
- Responsible for ensuring that the OOSC's single central records is up to date – delegated to the Deputy Play Leader
- **Ofsted:** Act as the OOSC's "Nominated Person" as defined by Ofsted. Updating them of any changes in the Committee and Play Leader – supported by the Administrator – within 14 working days of the change. The outgoing Chair is responsible for updating Ofsted of the change in "Nominated Person" when they stand down.
- Complete Ofsted's EY2 online suitability application and Disclosures and Barring Services (DBS) certificate application in a timely manner.
- **Leadership:** Ensure the strategic development of the OOSC is identified and followed through by Committee members and staff.
- **Staff management & interaction:** Line manage OOSC Play Leader and support them in their role as required undertaking one to one meetings and annual performance appraisal, together with being readily available to staff members.
- Work with the Play Leader and other Committee members as required on the hiring of staff, safer recruitment practices (including references, qualifications check, identification and DBS checks), draft employment contracts, and help with sorting out training requirements with them.
- Make sure personnel files are kept up-to-date.
- Attend staff meetings if requested. Work with the Play Leader to deal with any additional employment issues, e.g. staff discipline, complaints etc. Be available to staff to discuss employment issues.
- Responsible for ensuring Disclosure and Barring Service checks are undertaken for new staff – delegated to the Deputy Play Leader.

- **Committee support:** Liaise with all Committee officers in their respective roles and give support as necessary.
- Liaise with Treasurer on the preparation of budgets and Charity Commission Annual Return document.
- Liaise with the Treasurer with regards to pay reviews for staff. This is based on the OOSC's financial position and is not an automatic increase.
- Ensure that the Committee operates to its Constitution.
- **Committee/AGM meetings:** Chair all Committee meetings and ensure these meetings are run effectively. Review minutes prior to circulation. Hold the Annual General Meeting.
- Ensure that Committee/AGM minutes from previous meetings are signed off as accurate after each subsequent meeting and filed.
- Ensure that decisions are voted on by a quorum of members, either for or against a proposal. Have a casting vote in the event of a tie.
- **Correspondence:** Deal with all correspondence as appropriate managing the Chair's OOSC email account.
- **Committee member induction:** Provide induction information to new Committee members, ie. introductory trustee guide, constitutional information, link to online form EY2 for Ofsted clearance and Disclosures and Barring Service checks (both online); update Charities Commission trustee information (latter delegated to Administrator). Completion of online EY3a form for Ofsted with regards to changes to Committee (assisted by Administrator).
- **Policies and procedures:** Regularly review and update policies and procedures in conjunction with other Committee members – delegated to Administrator.
- **Termly Newsletter:** comment on the termly newsletter to parents/carers produced by the Play Leader and Deputy Play Leader in a timely manner.

External Liaison:

- Deal with all Ofsted documentation and meetings. Attend inspection as and when necessary. Act as Ofsted nominated person. Report notifiable events to Ofsted.
- Liaise with Social Services and Gloucestershire County Council Early Years on matters to do with the OOSC– inspections (form filling) and reporting incidences when they occur at the OOSC, ie. if a child has a serious injury etc.
- Liaise with PATA on matters to do with the OOSC– business advice (eg. contracts) etc.

Other:

- Deal with complaints from parents appropriately.
- Deal with annual insurance renewal – delegated to Treasurer.
- 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.
- Negotiate on behalf of OOSC, with the Treasurer, with regards to the occupancy and costs associated with the Leigh Building.
- Responsible for ensuring that OOSC's details are kept up to date on various website, eg. www.pataglos.org.uk – delegated to Treasurer; www.glosfamiliesdirectory.org.uk – delegated to Administrator; www.gov.uk/government/organisations/charity-commission

The Chair keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Chair is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

The Chair must avoid putting himself/herself in a position where their duty to the OOSC conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any order which have been made against them.

4.11 Role of Committee Members

Role Description - Treasurer

Responsible to: St Joseph's Nympsfield Out of School Club Committee

Responsible for: St Joseph's Nympsfield Out of School Club's financial accounts and the line management of the Administrator

Purpose of the role: Overseeing the keeping of proper accounts of finances for St Joseph's Nympsfield Out of School Club (OOSC). **Including liaising with and authorising payroll from our payroll provider each month, authorising invoices and spending decisions, overseeing the invoicing of parents each month, overseeing debt collection, working and liaising with our subcontracted accountants who pay all invoices and salaries, reconcile parental income to accounts, conduct a bank reconciliation each month, and prepare our monthly accounts.**

Specific Committee Member Duties:

- Read Part Two of the latest version of Keeping Children Safe in Education, entitled "The Management of Safeguarding".
- Complete Ofsted's EY2 online suitability application and Disclosures and Barring Services (DBS) certificate application in a timely manner. If there is a change in personal details, then Ofsted need to be informed via the "Nominated Person", ie the Chair.
- Complete "Safeguarding Children – for Education (Level 1)" within two months of joining the Committee.
- **Committee/AGM meetings:** Attend Committee and AGM or other formal meetings. Update meeting with regards to the financial accounts of the OOSC.
- **Financial duties:** Keep up-to-date accounting records – delegated to subcontracted accountants
- Overseas all financial duties carried out by Administrator.
- Treasurer makes recommendations to the OOSC about its finances and checks and authorises an annual budget for the Committee's approval.
- Treasurer to receipt all monies received; keeping supporting documentation for all payments made – delegated to subcontracted accountants.
- Be responsible for the OOSC cheque book and liaise with the subcontracted accountants, ensuring all payments are made correctly and on time. Reconciliation of bank account on a monthly basis – delegated to subcontracted accountant.
- To check employee timesheets re monthly payroll and submit to payroll provider (PATA) – delegated to subcontracted accountants.
- Leigh Building: work with Chair with regards to negotiating terms with St Joseph's Catholic Primary School. Authorise payment of termly rent invoice – delegated to subcontracted accountants.
- Reporting actual against budget at each Committee meeting.
- Ensure fees/membership/insurance renewals are paid in a timely manner if not already paid via direct debit, (eg. Ofsted, PATA). Authorise invoices as necessary – payment delegated to subcontracted accountants.
- Authorise reimbursement of training undertaken by staff. Payment delegated to subcontracted accountants.

- Authorise reimbursement of Play Leader, via expenses, with regards to replacement equipment/toys etc. Payment delegated to subcontracted accountants.
- Allocate petty cash monthly to Play Leader
- Production of final accounts for auditing/independent examination and for presentation by the Treasurer at the AGM in the summer term – delegated to subcontracted accountants.
- To provide Chair with audited/independently examined accounts and report for completion of Charities Commission Annual Return.
- To produce the OOSC's Trustees Annual Report and present to the St Joseph's Nympsfield Out of School Club's Annual General Meeting – delegated to the OOSC Administrator.
- Responsible for ensuring the OOSC's information on www.pataglos.org.uk is kept up to date – delegated to Administrator
- **Termly Newsletter:** comment on the termly newsletter to parents/carers produced by the Play Leader and Deputy Play Leader in a timely manner.

The Treasurer keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Treasurer is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

The Treasurer must avoid putting himself/herself in a position where their duty to the **OOSC** conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any order which have been made against them.

4.11 Role of Committee Members

Role Description - Secretary

Responsible to: St Joseph's Nympsfield Out of School Club Committee

Purpose of the role: • Responsible for producing/organising St Joseph's Nympsfield Out of School Club's (OOSC) correspondence and fundraising (if applicable) as required by the Chair.

Committee Member Duties:

- Read Part Two of the latest version of Keeping Children Safe in Education, entitled "The Management of Safeguarding".
- Complete Ofsted's EY2 online suitability application and Disclosures and Barring Services (DBS) certificate application in a timely manner. If there is a change in personal details, , then Ofsted need to be informed via the "Nominated Person", ie the Chair.
- Complete "Safeguarding Children – for Education (Level 1)" within two months of joining the Committee.
- **Committee/AGM meetings:** Attend Committee and AGM or other formal meetings. Ensure that the minutes of meetings are produced and that a copy of the minutes (hard copy) is made available to the Chair for sign off at the next meeting.
- **Charity Commission Annual Return:** To submit the OOSC's Annual Return on the Charity Commission website within the 10 month timescale.
- Secretary will send invitations and/or thank you letters, and when necessary write letters on behalf of OOSC when required.
- **Termly Newsletter:** comment on the termly newsletter to parents/carers produced by the Play Leader and Deputy Play Leader in a timely manner.

The Secretary keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Secretary is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it. The Secretary must avoid putting himself/herself in a position where their duty to the OOSC conflicts with their personal interests or loyalty to any other person or body.

If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any order which have been made against them.

4.11 Role of Committee Members

Role Description – General Committee Members

Responsible to:	St Joseph's Nympsfield Out of School Club Committee
Responsible for:	Contributing to the effective management of the St Joseph's Nympsfield Out of School Club
Purpose of the role:	Provider support in decision-making to primarily the Officers of the St Joseph's Nympsfield Out of School Club (OOSC), ie. Chair, Treasurer and Secretary, and to complete allocated tasks/projects before their time on the Committee ends

Committee Member Duties:

- Act in the best interests of the OOSC, promoting its values and working to achieve its charitable objectives.
- Act as Ambassadors for the OOSC, for example by promoting it online (eg via St Joseph's Catholic Primary School individual Year Facebook pages). Always acting in a way that is supportive and professional.
- Complete Ofsted's EY2 online suitability application and Disclosures and Barring Services (DBS) certificate application in a timely manner. If there is a change in personal details, then Ofsted need to be informed via the "Nominated Person", ie the Chair.
- Complete "Safeguarding Children – for Education (Level 1)" within two months of joining the Committee.
- Read Part Two of the latest version of Keeping Children Safe in Education, entitled "The Management of Safeguarding".
- Work as part of a team with other Committee members, whilst bringing their own ideas, perspectives and experiences to the Committee.
- Use safer recruitment procedures to employ suitable adults to work with the children.
- Ensure that the OOSC complies with the rules in its Group Constitution and other relevant regulations that govern the work of the Club.
- **Committee/AGM meetings:** Regularly attend Committee and AGM or other formal meetings. Read committee papers and contribute to the decision-making process of the Committee.
- Support the Treasurer as requested.
- **Parent/carer consultation:** If deemed necessary, assist the Play Leader in producing a questionnaire as per the requirements of the Committee and its distribution. Collate results and distribute findings, including details of actions taken/to be taken, to Committee and all family members.
- Ensure familiarity with the OOSC's policies and procedures. Reading any ratified documents in the term following ratification¹.
- **General:** email parents/carers via St Joseph's Catholic Primary School's eschools system, updating them on issues associated with the OOSC, as directed by the Chair.
- Submit articles to the Nympsfield News & Advertiser in a timely manner.

¹ See the OOSC's section of St Joseph's Catholic Primary Schools [website](#)

- **Local Advertising:** Ensure any publicity information with local papers is submitted to editorial deadlines – where appropriate. Organise the update of posters etc advertising St Joseph's Nympsfield Out of School club.
- Where appropriate provide regular reports on the preparation, progress, effectiveness and outcomes of all events undertaken by the OOSC, liaising with the Play Leader as applicable.
- Timely signature of Committee membership documentation
- Actively get to know as many parents/carers as possible;
- Actively promote and communicate what is going on;
- Endeavour to enthuse other parents/carers on how to be involved.

General Committee Members keep completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the role.

General Committee Members are required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

General Committee Members must avoid putting himself/herself in a position where their duty to the pre-school conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any order which have been made against them.

Role Description – Fundraiser(s) if applicable

Responsible to: St Joseph's Nympsfield Out of School Club Committee

Responsible for: Organising fundraising activities

Purpose of the role:

- To raise much needed monies through fundraising activities as agreed by St Joseph's Nympsfield Out of School Club Committee.
- To organise involvement of parents/carers of children who attend St Joseph's Nympsfield Out of School Club (OOSC).
- To source donations from the local community.

Committee Member Duties:

- Read Part Two of the latest version of Keeping Children Safe in Education, entitled "The Management of Safeguarding".
- Complete Ofsted's EY2 online suitability application and Disclosures and Barring Services (DBS) certificate application in a timely manner. If there is a change in personal details, then Ofsted need to be informed via the "Nominated Person", ie the Chair.
- Complete "Safeguarding Children – for Education (Level 1)" within two months of joining the Committee.
- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken.
- **Committee/AGM meetings:** Attend Committee and AGM or other formal meetings.
- **Fundraising:** To raise much needed monies for St Joseph's Nympsfield Out of School Club
- Work closely with the Treasurer to agree any expenditure and record monies raised at each and every event, ensuring that clear and accurate records are shared;
- Work closely with staff to ensure smooth running, supportive and uncomplicated activities are undertaken;
- generate/source fundraising ideas – to be discussed with Committee prior to pursuing.
- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken;
- organise ideas and donations for fundraising events (eg. 1 or 2 raffles per year);
- deliver letters to shops for donations;
- collect any donations made for the event.
- **Publicising OOSC/PTA events and activities:** (work with the Secretary)
- ensure good communication between the OOSC and the PTA;
- to get to know as many parents/carers as possible;
- to promote and communicate what is going on;
- to enthuse other parents/carers about what is going on and how to be involved.
- **Local newspapers:**
- liaise with local newspapers to get articles on OOSC fundraising published – as directed by the Committee – working with the Secretary
- **Advertising:** Create posters etc to advertise OOSC events. Including use of Facebook – Liaising with the Play Leader and Deputy Play Leader in this respect.

The Fundraiser keeps completely confidential any information regarding the children, families, committee or staff members which is learnt as part of the job.

The Fundraiser is required to sign the Committee Confidentiality Agreement (see Policy 1.4) and adhere to it.

The Fundraiser must avoid putting himself/herself in a position where their duty to the Out of School Club conflicts with their personal interests or loyalty to any other person or body. If it is identified that there is a potential conflict, then they will be required to complete a Conflicts of Interest form (policy 2.7).

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any order which have been made against them.

Associated Policies and Procedures

- 1.2 Safeguarding and child protection
- 4.10 Trustees Guide

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	HKC, LBr, LBe, HS	Reviewed and updated. <ul style="list-style-type: none"> • Items pertinent to St Joseph's Pre-school (template document used) deleted or amended; • Inclusion of "General Committee Member" role. • Chair, Treasurer and Secretary roles updated following feedback from current incumbents. 	26.02.2024 Committee Meeting