

## General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

### 4.13 Role of Committee Members

#### Role Description - Chair

**Responsible to:** St Joseph's Pre-school Committee

**Responsible for:** St Joseph's Pre-school and Line management of Lead Practitioner.

**Purpose of the role:**

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

#### Committee Member Duties:

- Act as first point of contact for St Joseph's Pre-school.
- 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 both the EY2 and DBS will need to be repeated.
- Complete "Safeguarding Children – for Education (Level 2)" within two months of joining the Committee.
- Responsible for ensuring that the Pre-school's single central records is up to date (delegated to the Treasury Administrator).
- **Leadership:** Ensure the strategic development of the Pre-school is identified and followed through by Committee members and staff.
- **Staff management & interaction:** Line manage Pre-school Lead Practitioner 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 Lead Practitioner 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 Lead Practitioner 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 Treasury Administrator.
- **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 pre-school's financial position and is not an automatic increase.
- Ensure that the Committee operates to its Constitution.

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- **Committee/AGM meetings:** Chair all Committee meetings and ensure these meetings are run effectively. Review minutes written by Treasury Administrator prior to circulation. Hold the Annual General Meeting.
- 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.
- **Fundraising:** Liaise with the Secretary or appointed Fundraiser(s) (as applicable) with regards to fundraising activities and give support where required.
- **Correspondence:** Deal with all correspondence as appropriate managing the pre-school email account (delegated to Treasury Administrator)
- **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 Pre-school – inspections (form filling) and reporting incidences when they occur at the pre-school, ie. if a child has a serious injury etc.
- Liaise with PATA on matters to do with the Pre-school – business advice (eg. contracts) etc.
- **Parent consultation:** Ensure parent consultation takes place once a year delegated to the Lead Practitioner and Secretary. Ensure results are disseminated and action taken as necessary to improve the performance of the Pre-school.
- **Committee member induction:** Provide induction information to new Committee members, ie. introductory trustee guide, constitutional information, form EY2 for Ofsted clearance and Disclosures and Barring Service checks (both online); update Charities Commission trustee information (latter delegated to Treasury Administrator). Completion of EY3a form for Ofsted with regards to changes to Committee (assisted by Treasury Administrator).
- **Policies and procedures:** Regularly review and update policies and procedures in conjunction with other Committee members – delegated to Treasury Administrator.
- **Half-termly cake raffle (6 per year):** Organise parent/carer baker for each raffle. Update “notification” letter re raffle and send in timely manner to Primary school for distribution via eschools. Remind Secretary to update individual year Facebook pages (primary school) prior to half-term cake raffle date.
- **Other:** Deal with grant applications if and when required – delegated to Treasurer
- 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 pre-school, with the Treasurer, with regards to the occupancy and costs associated with the Leigh Building.

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 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).

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### 4.13 Role of Committee Members

#### Role Description - Treasurer

<b>Responsible to:</b>	St Joseph's Pre-school Committee
<b>Responsible for:</b>	St Joseph's Pre-school's financial accounts and the line management of the Treasury Administrator
<b>Purpose of the role:</b>	Overseeing the keeping of proper accounts of finances for St Joseph's Pre-school. Including signing cheques, invoicing parents, overseeing ordering/training requirements, preparing end of year accounts for Charity Commission.

#### 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 both the EY2 and DBS will need to be repeated.
- 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 Pre-school.
- **Financial duties:** Keep up-to-date accounting records.
- Overseas all financial duties carried out by the Treasury Administrator.
- Treasurer makes recommendations to the pre-school 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. Bank cash and cheques regularly.
- Be responsible for the Pre-school cheque book and liaise with the bank (HSBC), ensuring all payments are made correctly and on time. Reconciliation of bank statements.
- To submit employee timesheets to payroll provider (PATA) – supported by the Treasury Administrator.
- To oversee the preparation of termly invoices (spreadsheet and associated sales ledger) by the Treasury Administrator prior to issue.
- Pay rent on the Leigh Building and negotiate terms with St Joseph's Catholic Primary School.
- Reporting actual against budget at each Committee meeting.
- Ensure fees/membership/insurance renewals are paid in a timely manner (ie. Ofsted, PATA, Morton Michel).
- Pay for training required by staff booked by Lead Practitioner.
- Regularly monitor expenditure by Lead Practitioner via debit card.
- Pay any other invoices as necessary
- **Gift Aid submissions:** ensure submissions are carried out in a timely manner.
- **Fundraising** Allocate petty cash/floats for fundraising activities.
- **Charity Commission Annual Return:** To submit the Pre-school's Annual Return on the Charity Commission website within the 10 month timescale
- To provide Chair with audited/independently examined accounts and report for completion of Charities Commission annual return.

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- Production of final accounts for auditing/independent examination and for presentation by the Treasurer at the AGM in the summer term assisted by the Treasury Administrator.
- To produce the Pre-school's Trustees Annual Report – delegated to the Treasury Administrator – and present to the Pre-school's Annual General Meeting.

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 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).

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### 4.13 Role of Committee Members

#### Role Description - Secretary

**Responsible to:** St Joseph's Pre-school Committee

**Purpose of the role:** Responsible for producing/organising St Joseph's Pre-school's correspondence and fundraising (if applicable) as required by the Chair and assist with administration paperwork for the Lead Practitioner

#### 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 both the EY2 and DBS will need to be repeated.
- 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 a copy of the minutes and agenda are in the Pre-school's minutes file at the setting.
- To record all proceedings and decisions from all meetings of the Pre-school and Committee through minutes. Production of half-termly:
  - Committee meeting minutes delegated to the Treasury Administrator;
  - Committee Only meeting minutes are the responsibility of the Secretary.
- **Parent consultation:** Assist the Lead Practitioner in updating the annual parent questionnaire as per the requirements of the Committee. Distribute in February. Collate results and distribute findings, including details of actions taken/to be taken, to Committee and all family members.
- **General:** email parents and staff updating them on issues associated with the Pre-school – some as directed by the Chair – delegated to the Treasury Administrator.
- Secretary will send invitations and/or thank you letters, and when necessary write letters on behalf of pre-school when required.
- **Half-termly Cake Raffle (6 per year):** To update Facebook pages for each Primary School year prior to half-termly cake raffle date.
- **Local advertising:** Organise the update of posters advertising St Joseph's Pre-school fundraising events.
- Submit articles to the Nympsfield News & Advertiser in a timely manner – delegated to the Treasury Administrator.
- **Fundraising (if no Fundraiser elected):** submit ideas and organise (where possible) fundraising activities, eg minimum of 3 events, ie. one per term<sup>1</sup> (pre-school only), and liaise with Primary school PTA as necessary re those events the pre-school is participating in. Try and elicit support from parents.

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.

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<sup>1</sup> Terms: Autumn (1 Sept to 31 Dec), Spring (1 Jan to Easter), Summer (Apr to end of Pre-school year).

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The Secretary 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).

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### 4.13 Role of Committee Members

#### Role Description – Fundraiser(s)

<b>Responsible to:</b>	St Joseph's Pre-school Committee
<b>Responsible for:</b>	Organising fundraising activities
<b>Purpose of the role:</b>	To raise much needed monies through fundraising activities as agreed by St Joseph's Pre-school Committee. To organise involvement of parents/carers of children who attend the Pre-school. 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"
- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken.
- 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 both the EY2 and DBS will need to be repeated.
- 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.
- **Fundraising:** To raise much needed monies for St Joseph's Pre-school
- 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, eg minimum of 3 events, ie. one per term<sup>2</sup> (pre-school only), and liaise with Primary school PTA as necessary re those events the pre-school is participating in. Try and elicit support from parents.
- organise ideas and donations for fundraising events.
- deliver letters to shops for donations;
- collect any donations made for the event.
- **Publicising Pre-school/PTA events and activities:** (work with the Secretary)
- ensure good communication between the Pre-school 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/Nympsfield News & Advertiser to get articles on pre-school fundraising published – as directed by the Committee – working with the Secretary and/or Treasury Administrator
- **Advertising:** Ensure that posters etc to advertise Pre-school events are produced in a timely manner – using Canva software. Including use of Facebook.

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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 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).

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### 4.13 Role of Committee Members

#### Role Description – General Committee Members

<b>Responsible to:</b>	St Joseph's Pre-school Committee
<b>Responsible for:</b>	Contributing to the effective management of the St Joseph's Pre-school
<b>Purpose of the role:</b>	Provider support in decision-making to primarily the Officers of the Pre-school (ie. Chair, Treasurer and Secretary), and to complete allocated tasks/projects before their time of the Committee ends

#### Committee Member Duties:

- Act in the best interests of the Pre-school, promoting its values and working to achieve its charitable objectives.
- Act as Ambassadors for the Pre-school, 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 both the EY2 and DBS will need to be repeated.
- 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 and work to Early Years Foundation Stage requirements to employ suitable adults to work with the children.
- Ensure that the Pre-school complies with the rules in its Group Constitution, Early Years Foundation Stage Framework and other relevant regulations that govern the work of the setting.
- **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.
- **Fundraising:** help with fundraising ideas and events. Supporting the Committee member responsible for Fundraising
- Ensure familiarity with the Pre-school's policies and procedures. Reading any ratified documents in the term following ratification<sup>3</sup>.
- 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.

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<sup>3</sup> See the Pre-school's section of St Joseph's Catholic Primary Schools [website](#)

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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).

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### Associated Policies and Procedures

- 4.12 Introductory Trustees Guide

Version Number	Author	Purpose of Change	Date
1.0	K Coupe & S Spencer	Created and approved by committee	17 June 2015
2.0	K Coupe	Creation of "Fundraiser" expectations to clarify role	10 July 2019 AGM
3.0	K Coupe	Reviewed and updated	20/07/2019 AGM
4.0	K Coupe	Reviewed and updated	06/08/2020 Cttee Mtg
5.0	K Coupe	Updated and reviewed: <ul style="list-style-type: none"><li>• Inclusion of requirement to read Part 2 of Keeping Children Safe in Education;</li><li>• Creation of "General Committee Member" expectations to clarify role</li></ul>	30/09/2022 Chair (B Jones)
6.0	K Coupe	Clarification of when an EY2 online application and DBS check is required	10/02/2023 Cttee Mbr (S Webb)
7.0	K Coupe, A Hitchings & L Farrer	Reviewed and updated <ul style="list-style-type: none"><li>• Chair, Treasurer, Secretary and Fundraiser updated;</li><li>• inclusion of "Associated Policies and Procedures" section as per EY Safeguarding audit 2023 Section S175/157</li></ul>	29/06/2023 Chair (A Hitchings)
8.0	K Coupe	Inclusion of the requirement to complete Safeguarding training within 2 months of joining the Committee	06/11/2023 Cttee Mbr (S Webb)
9.0	K Coupe	Role Description – Secretary and Fundraiser updated to reflect current duties.	01/10/2024 Chair (A Hitchings)