

## 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

|                             |   |
|-----------------------------|---|
| <b>Responsible to:</b>      | St Joseph's Pre-school Committee  |
| <b>Responsible for:</b>     | St Joseph's Pre-school and Line management of Lead Practitioner.  |
| <b>Purpose of the role:</b> | <p>To act as the public face of the pre-school to fulfil legal and statutory requirements;</p> <p>Representing the pre-school where necessary at public events and sometimes at meetings with other organisations.</p> <p>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.</p> |

#### Specific Committee Member Duties:

- Act as first point of contact for St Joseph's Pre-school.
- 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.
- **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.

## 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.

- **Correspondence:** Deal with all correspondence as appropriate managing the pre-school email account.
- **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 working with the Lead Practitioner and with assistance from Secretary – if required. 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.
- **Other:** Deal with grant applications if and when required.
- 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).

*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.*

| 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             | Reviewed and updated              | 20/07/2019 AGM       |
| 3.0            | K Coupe             | Reviewed and updated              | 06/08/2020 Cttee Mtg |

## 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 - 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. |

#### Specific Committee Member Duties:

- **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.
- Oversees 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).
- Book and pay for training required by staff.
- Book and pay for replacement equipment/toys etc as required.
- Allocate petty cash monthly to Lead Practitioner.
- **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.
- 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.
- **Fundraising:** organises floats for fundraising events.

### 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.

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).

*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.*

| Version Number | Author              | Purpose of Change                 | Date                    |
|----------------|---------------------|-----------------------------------|-------------------------|
| 1.0            | K Coupe & L Boulton | Created and approved by committee | 17 June 2015            |
| 2.0            | K Coupe             | Reviewed and updated              | 10/07/2019<br>AGM       |
| 3.0            | K Coupe             | Reviewed and updated              | 06/08/2020<br>Cttee Mtg |

## 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 - 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:

- **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.
- **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.
- Secretary will send invitations and/or thank you letters, and when necessary write letters on behalf of pre-school when required.
- **Snack Rota and Cake Raffle:** Produce the snack rota and cake raffle rota termly. Distribute to parents a week before the start of the following term.
- **Friday Cake Raffle:** responsible for organising and collecting the monies raised. All monies to be passed to the Treasurer at the end of each term.
- **Local advertising:** Ensure any publicity information within local papers is submitted to editorial deadlines. Organise the update of posters and postcards advertising St Joseph's Pre-school.
- Submit articles to the Nympsfield News & Advertiser in a timely manner.
- **Fundraising (if no Fundraiser elected):** submit ideas and organise (where possible) fundraising activities, eg 1 or 2 raffles a year and/or possibly a table at St Joseph's Catholic Primary School's Christmas Fayre. Try and elicit support from parents.
- Provide regular reports on the preparation, progress, effectiveness and outcomes of all the events undertaken
- **Termly Newsletter:** produce termly newsletter to parents/carers, including details of fundraising events that term and reporting back on previous events etc.

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 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).

### 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.

*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.*

| Version Number | Author  | Purpose of Change                 | Date                    |
|----------------|---------|-----------------------------------|-------------------------|
| 1.0            | K Coupe | Created and approved by committee | 17 June 2015            |
| 2.0            | K Coupe | Reviewed and updated              | 10/07/2019<br>AGM       |
| 3.0            | K Coupe | Reviewed and updated              | 06/08/2020<br>Cttee Mtg |

## 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 – Fundraiser(s)

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

**Responsible for:** Organising fundraising activities

**Purpose of the role:** 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:

- 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 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 1 or 2 raffles a year and/or possibly a table(s) at St Joseph's Catholic Primary School's Christmas Fayre.
- 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 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 to get articles on pre-school fundraising published – as directed by the Committee – working with the Secretary
- **Termly Newsletter:**
- Submitted items to Secretary in a timely manner, reporting on fundraising events and what monies used for.
- **Advertising:**
- Create posters etc to advertise Pre-school events. Including use of Facebook.



### 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.

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).

*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.*

| Version Number | Author            | Purpose of Change                          | Date                    |
|----------------|-------------------|--|-------------------------|
| 1.0            | N Smith & K Coupe | Created and awaiting approval by Committee | 10/07/2019<br>AGM       |
| 2.0            | K Coupe           | Reviewed and updated                       | 06/08/2020<br>Cttee Mtg |