

**Stepping Stones Preschool Committee**

Stepping Stones Preschool is a registered charity which is managed by a group of volunteers who form the Committee. We are legally required to have a management Committee and without it the setting can not operate, so we are heavily reliant on the goodwill and dedication of our volunteers.

These volunteers are usually parents that currently have children at the setting or who have in the past. However, anyone can become a volunteer. The Committee must have at least 60% current parents to be viable.

**What is involved?**

There are lots of ways you can contribute to the Committee and the good thing is you don’t need any experience to make a difference.

The Committee members are the charity trustees of the Pre-school and, alongside Sam and her team, together they are responsible for the overall management and smooth running of the setting. This can mean anything from organising a fundraising event to negotiating with a landlord over the terms of a lease.

Other responsibilities include developing a business plan, managing the daily accounts and working with staff to ensure the setting follows health and safety, risk assessment, organising fund-raising events, and possibly covering staff in the setting when the need arises (all Committee members MUST be DBS checked and registered).

**What you can choose to do**

A lot of the work the Committee does is fun – building new partnerships with other parents and professionals, coming up with new fund-raising ideas, getting exciting plans off the ground – but there are some regular jobs too.

The three main roles on the Committee are Chair, Treasurer and Secretary. In line with the Early Years Alliance rules, these three roles must be filled for Stepping Stones to be allowed to continue functioning. A breakdown of the individual roles can be found on the following pages, explaining briefly what each role does, along with some duties that are common to all Committee members. The tasks can be shared between different members, so all the work does not fall on one person.

**Why Volunteer?**

* Learn new skills
* Meet new people
* Share your skills and ideas
* Involvement in the running of your child’s setting
* Invest in the community

**The Benefits**

Research has shown clear benefits when parents are actively involved in their child’s learning and development from an early age. Parental involvement has been recognised by the government as being key to a child’s success development too.

Volunteering for your preschool’s Committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child’s life. It will also make a real difference to how your child’s setting is managed.

Your will personally benefit from this experience by meeting other parents, updating existing skills and also learning new ones, as well as putting something positive back into your local community.

**Chairperson**

* Represents and acts as a spokesperson for the Preschool
* Chairs meetings of the charity; including Committee meetings, open meetings, and the Annual General Meeting (AGM)
* Sets the agenda for meetings together with the Secretary
* Co-ordinates the work of the Committee to ensure effective administration
* Acts as the ‘Nominated Person’ for Ofsted purposes
* Line manages the Manager of the setting
* Supports other Committee members and authorises the work of the Treasurer

**Treasurer**

* Ensures the Committee are aware of the financial position of the charity, providing an up-to-date written statement of accounts at Committee meetings
* Ensures that all Committee members are aware of their financial responsibilities and comply with the charity’s finance procedures
* Ensures that the Committee apply the charity’s resources exclusively in pursuance of its charitable objectives
* Presents accounts to the members at the AGM
* Prepares in advance an annual budget, as agreed by the Committee, and monitors it regularly
* Ensures that the charity’s financial records are maintained and updated on a timely basis
* Arranges for the accounts to be checked annually and independently
* Reviews and returns any other financial reports as necessary e.g. Charity’s Commission

**Secretary**

* Responds punctually to all correspondence; keeping proper records
* Organises all meetings including booking venues if necessary and liaising with attendees to ensure they are informed
* Draws up meeting agendas and circulates to all attendees punctually
* Takes accurate minutes during meetings, sends out to all attendees in a timely manner
* Supports all Committee members, by ensuring the administrative function is efficient

**Other roles Stepping Stones Preschool has in place are as follows:**

**Safeguarding**

* Supports the designated safeguarding lead(s) at the setting where any concerns/issues have been highlighted to ensure setting policies and procedures are adhered to

**Health and Safety**

* Liaises with staff member(s) responsible for Health and Safety to ensure regular risk assessments are carried out termly/yearly and necessary policies and procedures are followed

**Marketing**

* Responsible for all aspects of the promotion and advertising of the setting

**Fundraising**

* Responsible for planning events throughout the year to raise funds

**Human Resources (HR)**

* Supports the Manager in recruitment of new staff, maintaining/updating contracts and training records for current staff team

**Shared Responsibilities of all Committee Members**

* Act in the best interests of the charity; promoting its values and working to achieve its charitable objectives
* Work as part of a team with the other trustees; whilst bringing their own ideas, perspectives and experiences to the Committee
* Regularly attend Committee meetings and contribute to the effective management of the charity
* Read Committee papers and contribute to the decision-making process
* Work with the Treasurer to set priorities for the budget
* Undertake Ofsted suitability checks as required
* Employ a manager to act as the person in charge of the early years provision; supporting them to successfully manage the childcare provision and ensure that the Early Years Foundation Stage and Ofsted registration requirements are met
* Ensure all members and staff have clearly identified roles and responsibilities
* Submit the annual update, or annual return and accounts, to the Charity Commission
* Ensure that the charity complies with the rules in its constitution, charity law and other relevant regulations that govern the work of the charity

**Support**

If you decide to volunteer to be a part of the Committee, and you feel you require additional help, Northamptonshire County Council provides training for Committee members to support them in their role.

If you would like further information about our Committee or becoming a member please speak to Sam Frape, our Manager, or you can speak to any of our current members – the names and roles of each Committee member can be found on the Committee board in the entrance