

Rainbow Pre-school Committee

Roles and Responsibilities

The committee (as the Registered Providers with Ofsted) are responsible for the management of the Pre-school and all associated liabilities. All decisions on the operation of the setting are the responsibility of the Committee. The Committee can delegate the implementation of some decisions to staff, but will still retain the responsibility.

Charity

As a constituted (committee run) setting which is registered with the Charity Commission, you have charitable status and must abide with Charity Law and your constitution. Your constitution is the set of rules by which you operate as a charity. The constitution must be readopted annually at your AGM.

The Committee is responsible for:

- Supporting the senior staff in managing the Pre-School finances and personnel
- Making sure that the Pre-School has – and works to – policies which help it to provide a high quality service
- Making sure that the Pre-School works in partnership with the children's parents
- Fundraising

There are three main roles required on the Committee, the Chair, the Treasurer and the Secretary. These posts have a more defined role, some details of which are set out below together with some of the duties shared amongst Committee members:

Chair

- Chairs all committee, general and annual meetings including the AGM, conduct voting if required, and hold the casting vote
- Assists the Secretary with the preparation of the agenda for these meetings
- Co-ordinates the work of the Committee/delegate tasks to other committee members
- Acts as the "Nominated Person" for Ofsted purposes
- Line manages the Manager of the Pre-School
- Acts as the first point of contact for management issues
- Works with the Treasurer and committee to ensure that financial sustainability is maintained
- Is involved with the Development and Business Plan and setting annual targets and aspirations

- Oversees the recruitment, induction, training and appraisal systems for all new staff and volunteers
- Acts as spokesperson for the setting where necessary
- Ensures new Committee members are made to feel welcome and have a sound induction and handover process.

Treasurer

- Assists with the preparation of the annual budget for the Pre-School and monitors it regularly
- Monitors the Pre-School's bank accounts, opens new accounts if required and changes signatories when required
- Signs cheques jointly with the Manager or other nominated Committee members
- Keeps accounts of all income and expenditure and keeps the Committee aware of the financial position of the Pre-School by providing a statement of the finances at every meeting

Secretary

- Supports the Chair in organising all meetings, including liaising with Committee members to ensure they are all informed
- Prepares and circulates agendas for each meeting
- Takes minutes and keep written records of committee meetings and AGMs.
- Ensures minutes are circulated to committee members and staff
- Supports all Committee members.
- Deals with correspondence on behalf of the committee
- Maintain an up-to-date list of committee members and contact details

Shared responsibilities for all Committee members

- Act in the best interests of the Pre-School, promoting its values and working together to achieve its charitable objectives.
- Working as part of a team, reading Committee papers and contributing to the decision making process of the Committee.
- Undertake Ofsted suitability checks as appropriate.
- Ensure that the Pre-School complies with the rules in its constitution, charity law and other regulations that govern the work of the Pre-School.
- Attend the Annual General Meeting held in July each year in addition to the termly Committee meetings.
- Fund Raising: Organise fund raising events, establish annual fund raising plan/calendar
- Marketing/publicity Advertising and marketing, including newsletters, prospectus, posters

Children Act

As a Committee you have a duty to ensure that your Pre-school complies with the requirements of the Children Act 1989 & 2004.

Financial Management

The Committee has a duty to ensure sound financial management, the following have to be taken into account: developing a Business Plan, cashflow forecast, accounts, budgeting, fees, wages, insurance, membership fees for support organisations, milk returns, employment costs, accommodation costs, administration costs, promotion/publicity costs, training costs.

Health and Safety

The committee has a duty to make sure that the setting is a safe place for children and adults, including: safety standards and checks of toys and equipment, building and ground checks, risk assessments, ensuring fire drill records, visitors' book and first aid box are maintained, maintaining staff awareness of health and safety issues. It is important to ensure that the setting maintains an up to date Insurance Certificate, carries out regular Risk Assessments and has an appointed First Aider present at every session. The setting must comply with the following legislation:

- Health and Safety at Work Act 1974
- Disability and Discrimination Act 1995
- Fire Precautions Act 1971
- Electricity at Work Act 1989
- Food Safety Act 1990
- COSHH 2002
- RIDDOR 1995
- Manual Handling Regulations 1992

Policy Making

Policies should be drafted and agreed by all members of the pre-school – staff, committee and parents/carers. They should be monitored and reviewed annually and adopted at each AGM.

Policies are required by Ofsted and are seen as good practice by the Pre-school Learning Alliance.