



## Micheldever & Stratton Provider Committee Members Policy (Revised 4<sup>th</sup> November 2022)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Micheldever & Stratton Preschool we are a registered charity run by an elected Committee of volunteers, mostly made up of parents of children attending the Preschool. The Committee work in tandem with the Pre-School staff to ensure the smooth running of the Preschool.

The Committee is elected every year at the Annual General Meeting (AGM) which is held in October.

We depend very much on the goodwill of parents/carers and their involvement with the Preschool whether it be helping out occasionally or joining our committee.

Each volunteer member of the Committee will bring different skills which are invaluable to the running of our Preschool. Committee members have worked, or do work, in various industries, however it is important to know that to be a committee member you do not need any direct experience to make a difference.

Without the Committee the Preschool would not be able to operate and would have to close.

### Procedures

The Committee is responsible for:

meeting the Welfare Requirements as set out in the Early Years Foundation stage (EYFS)

working within our Governing Document

are the employers of the staff but not responsible for the day to day running of our setting

maintain and administer the finances

ensure compliance with health & safety regulations

keep up to date with written records

comply with data protection procedures

have a duty to safeguard children

All of the committee members are jointly responsible for making any financial or other management decisions.

All of the committee/volunteers will have to have a DBS check.

Only elected or co-opted persons can attend committee meetings.

There should be a minimum of 5 and a maximum of 12 members including the Officers.

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

## **Chair**

*The public face of the committee.*

arranges and runs meetings

ensures any decisions are voted on and agreed

monitors decisions and implements action plans

has a second vote if votes are divided

is usually the line manager of the leaders

is usually first point of contact for management issues and liaising with staff

should receive a second copy of bank statements

signs off minutes of meetings, as an accurate record of what was discussed and agreed.

## Treasurer

Keeps and maintains all financial records.

implements and reviews business plans

banks fees and other monies

pays wages

securely stores bank statements/records

prepares Annual report and ensures accounts are audited and presented at AGM

## Secretary

Micheldever & Stratton Pre-School, The Warren Centre, Micheldever Station, SO21 3AR, Tel: 07934981271, EY2647913, Charity Number: 1076656

Organises committee paperwork.

writes and receives letters on behalf of the committee

prepares and agrees agendas

takes, writes and circulates accurate minutes

may prepare the newsletter

Is the pre-school's point of contact with the Charity Commission

ensures meeting minutes are filed securely at pre-school

#### Administrator

sets and forecasts budgets

provides a financial report at each committee meeting

issues and pays bills, invoices and collects fees

administers the free entitlement

#### Other Committee Roles

All members of the committee will be involved in decision making and share the responsibilities which may include: –

Staff liaison

Fundraising

Health and Safety

Premises

Marketing

Organising helpers for events

#### Committee Meetings

are held each month

all committee members are invited

invite staff to all or part of the meeting

agree an agenda

take minutes

keep meeting quorate

keep within a reasonable timescale

abide by the confidentiality and equality policies

## Annual General Meeting

for committee, parents/carers, staff and the community

held once a year in order to re-elect and elect committee members

2 weeks advance notice of meeting date should be given to the membership

Nomination forms distributed

to present an overview of the past year

to present examined/audited annual accounts

to readopt the constitution

to readopt or change the setting's policies

## Other Related Policies & Procedures

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Acceptable Use Policy*
- *Administration of Medicines Policy*
- *Admissions Policy*
- *Adverse Weather Policy*
- *Animals in the Setting Policy*
- *Anti-bullying Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints Policy*
- *Confidentiality & Client Access Policy*
- *Covid 19 Policy*
- *Covid Action Plan*
- *CPD Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*

- *Employment & Staffing Policy*
- *Environmental Policy*
- *Equal Opportunities Policy*
- *E-safety Policy*
- *EYPP Policy*
- *Fees, Charges & Non Payment Policy*
- *Financial Reserves Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Infection Control Policy*
- *Information Sharing Policy*
- *Jewellery Policy*
- *Key Person & Settling In Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children & Staff Allergies Policy*
- *Medicine Audit Policy*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *No Smoking Policy*
- *Operational Plan*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*

- *Parents Alcohol & Drug Misuse Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Physical Environment Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Retirement Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Misuse Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Suitable Persons Protection*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2022**

**Review Date: November 2025**

**\* This policy was adopted by the committee on 26/01/21**

**Signed: Claire Bentham**\_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 08/11/2022**

**Signature: *Mrs AL Mann-Roe***

**Amendments: Removed FS policies**

**Reviewed Date: 08/11/23**

**Signature: *Mrs AL Mann-Roe***

**Amendments: None**

**Reviewed Date:**

**Signature:**

**Amendments:**

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**Signature:**

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**Signature:**

**Amendments:**