

# St Michael's Pre-school



## Helping Hands Committee

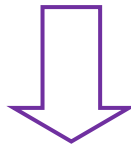
We are a registered charity 1110379

We are registered with Ofsted 256826

### Committee Structure

St Michael's Pre-school Committee

Helping Hands



+ Manager

+ Deputy

+ Early Years Practitioners

+ Parents/carers

# Welcome

Welcome to St Michael's Pre-School and thank you for considering volunteering as a committee member. We extend a warm welcome to you and hope that you decide to become a committee member and that you find your volunteering enjoyable, fulfilling and rewarding.

Our committee members are extremely important to us. St Michael's Pre-School thrives thanks to the dedication of many different people who work with us - our volunteers, our parents / carers and our childcare practitioners. As a volunteer, we value your contribution of time and skills, as they are an essential ingredient to our continued success.

## The Benefits of Being on St Michael's Pre-School Committee

Research shows clear benefits for children when their parents become actively involved in their child's learning and development from an early age. The Government recognises parental involvement as being key to a child's successful development.

St Michael's Pre-School committee is parent-run. Being on the committee offers an ideal opportunity for you to become actively involved in this aspect of your child's life and their early education. You will personally benefit from this experience by meeting other parents, updating existing skills and learning new ones as well as putting something back into your community.

## Opportunities

Working as part of a pre-school committee is all about opportunities - for the pre-school, but also for yourself - and from small beginnings, you could find yourself taking a new life direction. Regularly helping or supporting the setting will give you an insight into Early Years education and help you to contribute to your child's learning at home. Spending time in the setting is a great opportunity to meet informally with staff, build relationships and make friends with other parents / carers. For your child to see you involved in the setting shows them you think education is important - and you have a part to play in it. By contributing to St Michael's Pre-School committee, you can gain valuable new skills and business experience, such as budgeting, management, event organisation or negotiation.

## What is Involved?

There are many ways you can contribute to our committee; you can choose to give as much or little time as you can spare. You do not need any experience to make a difference. St Michael's Pre-School committee is responsible for the overall management of the setting. This can mean anything from organising a fundraising event to negotiating with the proprietor over the terms of the lease. The committee is the employer of staff in the pre-school so has overall responsibility for staffing, budgets for training and developing staff, salaries, and renewing their contracts of employment. The committee works closely with the manager to ensure accounts are budgeted, the Early Years Foundation Statutory Framework is adhered to and the needs of the families and children are met. By attending meetings regularly, you can share ideas, thoughts and opinions.

### What you will need to do: -

1. Complete an EY2 form. There is a small charge to file your DBS for your EY2 application, but pre-school will refund you. (Further information is provided on DBS checks and EY2 applications below.)
2. Complete a personal details form
3. Be prepared to work with other committee members to achieve the best possible support for St Michael's Pre-School.
4. As a committee, ensure the group complies with its governing document (constitution), EYFS, charity commission, and other legislation and regulations. We employ an accountant and an admin clerk to guide and support you as well as minimise the amount of time you need to offer.
5. As a committee, safeguard the good name of St Michael's Pre-School. Committee members are a vital part of St Michael's Pre-School. If a committee member resigns before the end of his/her term of office, the resignation should be in writing so that the rest of the committee can formally set out about electing a replacement. An officer (Chairperson/Vice-Chairperson /Treasurer /Secretary) who resigns should make it clear in the letter whether he/she wishes to give up the officer role and return to being a committee member, or resign from the committee entirely.

### Election Process

St Michael's Pre-School is committed to engaging a diverse committee of trustees, which reflect the society in which we operate. The committee members are elected each year at our Annual General Meeting (AGM). Individuals over the age of 18 years who have either family or affiliated membership with pre-school are eligible to be elected. Each family or affiliated member has one membership and is entitled to one vote at the AGM.

## **Criminal Records Check (Enhanced DBS)**

St Michael's Pre-School is registered with OFSTED; one of their requirements is to ensure the suitability of all committee members. Our current registered provider is the Manger, Sue Willner. New Committee members are required to complete a Disclosure and Barring Service (DBS) check online before they can be added to an Ofsted registration. Committee Members MUST join the update service, all fees for this will be reimbursed.

Instructions on how to apply for the DBS check and join the Update Service can be found at the following: <http://ofsteddbapplication.co.uk>

After reading the guidance on the site you will be asked for a 'Capita Organisation Reference', this is: **OfstedA**. You will also be asked to enter a password; this can be **left blank**.

Please ensure all 4 steps are completed on the application. Failure to do so will result in having to apply for a new DBS check.

**Step 1** information; **Step 2** DBS application; **Step 3** Identity verification form (on receipt of this Capita will send you a reference number starting with a letter 'E' this enables you to go to; **Step 4** and register with the update service (failure to do this at this point will result in you having a 19 day window from the date on your DBS certificate to register it. If the DBS gets lost in the post or you are away on holiday you can miss this deadline and must re-apply).

Full instructions and guidance on how to apply for a check are available on the website. Please see the FAQ section of the website: <http://ofsteddbapplication.co.uk/FAQs>

Once the DBS check has been completed and a disclosure notice is received, all new committee members are required to complete a Declaration and consent form (EY2).

You can complete this form via the [Ofsted Online website](#). Each committee member needs to complete the EY2 form on their own government gateway account. If you do not already have one of these accounts, you can follow the instructions to create one on the [Ofsted Online Website login/register page](#). All information is available on our website, [office@stmichaelspreschol.org.uk](mailto:office@stmichaelspreschol.org.uk)

The enhanced disclosure contains additional relevant information from the local police force. Once you've received your Enhanced Disclosure check, Sue Willner will need to see the original document to be able to record your DBS number and issue date.

## **Eligibility to Join the Committee**

The charity commission issues the following guidance on people it disqualifies from becoming a committee member. Those who are under 18 or have been detained under the Mental

Health Act are not eligible to become a trustee. In addition, people forbidden from continuing as a trustee, or from becoming a trustee, are people who:

1. Are banned from working with children or vulnerable adults.
2. Have been convicted at any time of any offence involving sexual abuse.
3. Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent.
4. Are discharged bankrupt.
5. Have made compositions with their creditors and have not been discharged.
6. Have at any time been removed by the commissioners or by the court of England, Scotland or Wales from being a trustee because of misconduct.
7. Are disqualified from being company directors.
8. Have failed to make payments under county court administration orders.

### What can you choose to do?

A lot of the work the committee do is fun - building new partnerships with other parents and professionals, coming up with new fundraising ideas and getting exciting plans off the ground but there are regular jobs too. The main roles on the committee are chairperson, vice chair, treasurer and secretary. You may find the checklist on the next page helpful as it explains each role in more detail. The tasks are shared between different parents so not all the work falls on one person. A budget is provided for specific tasks to be carried out by paid professionals. Overall responsibility for the pre-school rests with the committee.

### Support

If you decide to volunteer on St Michael's Pre-School committee there is help available to you. Peterborough Children's Services employ an Area Childcare Advisor to support the pre-school and the committee. They are happy to give ongoing advice about any aspects of the work of your committee. The childcare advisor can be invited to attend committee meetings, AGM and interviews when recruiting staff to give neutral professional advice, if requested.

### Roles of the committee members,

#### Chairperson,

The chairperson is the public face of the elected committee, representing St Michael's Pre-School where necessary at public events and at meetings. In rare cases, an emergency meeting may occur between committee meetings, which requires an immediate response. In this case, the responsibility rests on the chair, who should consult as many committee members as possible, before deciding. This will then be reported at the next committee

meeting. The chairperson opens meetings. The chair has the important task of seeing that the meetings are effective and that decisions are taken and implemented in a way that reflects the needs and wishes of the group members.

The chairperson is the line manager of the pre-school manager. The Manager requires regular one-to-one supervisions and an annual appraisal. Duties also include:

1. Set the committee meeting dates and venue
2. Understanding the roles and legal obligations of the committee
3. Work alongside the manager to ensure all statutory DBS checks are in place
4. Work alongside the manager to maintain staff ratios in accordance with the Early Years Foundation Stage Statutory Framework
5. Ensure committee members have clearly defined roles and responsibilities
6. Oversee the productivity and financial standing of the pre school
7. Sign all adopted policies during committee meetings or at the AGM
8. Ensure the manager has regular one-to-one meetings and appraisals.

#### Vice Chairperson,

The Vice chairperson is required to step in when the chairperson is unable to attend. They will be required to:

1. Chair meetings in absence of the chairperson
2. Provide support to the chairperson as appropriate

#### Treasurer

The treasurer will work closely with and be supported by the other committee members and the manager to agree budgets. The financial position of the pre school is shared at each meeting by the manager.

All committee members are responsible for making financial decisions, and the majority of the work is delegated to a paid accountant. Our accountant is Sharon Lacey of S L Additions. However, even though there is a paid accountant the committee must ensure that there is also a voluntary treasurer, as stated in the PLA constitution. Duties will include:

1. Guiding and advising the committee on approval and implication of budgets, accounts and financial responsibility
2. Understand the importance of financial procedures and controls
3. Working with the accountant to ensure the accounts are independently audited or examined ready for the yearly AGM, financial information as required and annual budgets are approved
4. Presenting the accounts at the Annual General Meeting (AGM) (Nov/Dec)



5. Monitor accurate banking, maintenance and development of the budgets and signatories on cheques
6. Checking timesheets and expenses claims for payment
7. Review fees jointly with the committee and manager each year
8. Submits annual return to the Charity Commission and inform them of any changes
9. Working with the manager to ensure insurance is valid and adequate for our needs and renewed annually

### Secretary/Admin

The secretary/admin deals with all the group's official paperwork except the accounts.

Duties will include:

1. Writing and receiving formal letters for the group. The majority of correspondence goes through the manager
2. Consulting with the committee to draw up and circulate agendas before the meetings (secretary)
3. Display a poster, with at least 2 weeks' notice, of all proposed meetings (secretary)
4. Make sure a record of minutes is made (secretary)
5. Arrange emailing out of minutes to all committee, staff, landlord, accountant and parents (within two weeks of the meeting) and provide 2 printed copies for the setting. Admin will circulate the minutes via mailchimp

St Michael's Pre-School employs a paid administrator however the committee must ensure a voluntary secretary is still elected, as stated in the PLA constitution.

### Shared Responsibilities

1. Manage Annual General Meetings and attend monthly meetings
2. Fundraising
3. Manage partnerships and staff liaisons
4. Review and carry out manager's appraisal (chair/vice chair)
5. Agree induction with the pre-school manager for staff, parents and children
6. Advertising
7. Adhere to Early Years Statutory Framework, Curriculum and the pre-school's constitution

### Other Responsibilities

The rest of the work is shared among other committee members. In addition to being jointly responsible for all decision-making, committee members will arrange for the following work to be carried out, though they may not do it in person:

1. Keeping staff and parents in touch with the committee's decisions and activities by means of newsletters (admin) / letters to parents / meeting minutes
2. Liaise with the manager regarding numbers on the waiting list in accordance with the admission policy. (Waiting list is responsibility of pre-school manager to maintain and keep up to date.)
3. Fundraising
4. Consult with staff before buying equipment for the group and vice versa
5. Consult with the staff, ensuring that registration and inspection requirements are met
6. Making sure the setting is a safe place for all children and adults in accordance with the EYFS Statutory Framework
7. Checking policies and procedures are in place and are reviewed yearly ready for the AGM
8. Voting in recruitment and agreed salaries
9. Representing St Michael's Pre-School as and when required

**Registration:** the committee should ensure that the registration certificate is displayed and are aware of noticeable changes as per OFSTED guidance:

1. Committee members / registered person
2. Opening hours
3. Facilities (room/building used, the method of heating, availability to outdoor play etc)
4. Number of children within the age bands the group is registered to accept
5. Child protection issues
6. Serious accidents / diseases

St Michael's Pre-School is legally required to maintain a register with the names and address of all children who attend. The committee must also make sure St Michael's Pre-School fulfils any other reasonable requirements of the registering authority.

### Insurance

The committee must ensure that St Michael's Pre-School is insured, the insurance is up to date and the insurance is adequate to cover St Michael's Pre-School's needs. The insurance must have public liability cover of at least £3 million. If St Michael's Pre-School should ever be held liable for major damage to property (e.g. if the building burns down), the committee may be held individually responsible if the group's cover is not adequate.



To be able to make an insurance claim in case of damage to St Michael's Pre-School's own equipment, an inventory must be kept. This is a list of everything St Michael's Pre-School owns, and the price you paid for it. Currently, staff maintain the inventory. You will need at least two copies of it, one of them stored away from St Michael's Pre-School on a memory stick. Any major changes must be notified to the insurance company.

## Finances

The committee is responsible for the financial affairs of the charity. The treasurer will monitor the finances alongside SL Additions and reporting to the rest of the committee. The committee should expect to receive a statement of accounts from the treasurer at each committee meeting and must not authorise the statements unless they are confident that it represents the true and that the group's money is being properly handled.

St Michael's Pre-School has a bank account in its own name. The committee will have to complete and approve a bank mandate suitable for charities that sets out who can sign cheques and speak to the bank about the account. St Michael's Pre-School should always have some held funds for unexpected changes in cash flow or for emergencies. These funds are called reserves. St Michael's Pre-School committee need to ensure the accountant has prepared the accounts at the pre-school's financial year-end (which is currently the end of Oct). Once this and the independent audit is completed, the treasurer needs to send our accounts to the Charity Commission. The accounts are also summarised at the AGM annually.

## Employing Staff

There is a lot of work involved to ensure St Michael's Pre-School continues to provide a high-quality setting for families in the community. Nevertheless, the committee do not have to do it all themselves. What they have to do is to make sure the staff run the setting, adhering to the Early Years Statutory Framework and our policies; that the decisions taken at committee meetings are implemented and ensure that the legal employer duties the committee are responsible for are completed, such as sending yearly accounts to the Charity Commission or updating Ofsted with any changes to members. PAYE and National Insurance are handled by SL Additions.

The committee is responsible for policy, quality, management and the funding of the group. It is **NOT** responsible for day-to-day operations; this responsibility lies with the manager. The committee and staff working together will ensure the very best practice.

It is important both committee and staff always have open communications with each other and maintain good relations. No issues should be left unresolved to cause a rift between staff and committee. It is recommended that at least one member of staff attends the committee meetings to represent the staff and, if appropriate, to bring the committee comments back to the staff.

### What is a Constitution?

1. A legal document that gives St Michael's Pre-School charitable status.
2. It states the aims and purpose of St Michael's Pre-School
3. It gives St Michael's Pre-School a set of rules to work too.

A copy of the constitution is displayed on the notice board at St Michael's Pre-School. At the AGM, the constitution must be reviewed and re-adopted.

It is recommended for the refer to the constitution at committee meetings and the AGM.

### Why have Policies?

1. They make clear principles which the group works to
2. They enable staff and volunteers to work consistently towards the agreed policies
3. They are required by OFSTED in accordance with the EYFS Statutory Framework
4. They need to be included in staff induction. They should be reviewed annually by manager in consultation with the committee, staff and parents. Any changes or new policies need to be adopted at a committee meeting or the AGM.

Written policies serve as a constant reminder of the standards St Michael's Pre-School is working to achieve and help parents to understand how pre-school works.

### OFSTED registration

St Michael's Pre-School is registered as a childcare provision on the Early Years register with The Office for Standards in Education, Children's Services and Skills (OFSTED). St Michael's Pre-School's OFSTED registration number is 256826. OFSTED inspect and regulate the quality and standards of care and education in early years settings. They look at how settings:

- ✚ meet the learning and development requirements
- ✚ meet the safeguarding and welfare requirements
- ✚ develop and deliver the educational programmes
- ✚ identify children's starting points and ensure that children make progress in their learning through effective planning, observation and assessment

- ✚ safeguard children
- ✚ work in partnership with parents, carers and others
- ✚ offer an inclusive service v
- ✚ evaluate their service and strive for continuous improvement.

OFSTED regulate and inspect the pre-school against the EIF (Education Inspection Framework), the EYFS curriculum and Statutory Framework. Such documents were developed to ensure that all childcare services, whether new or established, provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun, challenging and appropriate for their needs. *You can download a copy of the Early Years Foundation pack from [www.foundationyears.org.uk](http://www.foundationyears.org.uk).*

### Confidentiality and Data Protection

As a member of the committee, you will come into contact with and use confidential personal information about people, such as names and addresses or even information about children, families and other private matters. You must ensure that you do not breach the Data Protection Act 2018 and the GDPR 2018. Data protection means organisations that process personal data, must comply with certain data protection principles and the rights of the person about whom the data is processed (e.g. children, staff and volunteers) there are 7 principles put in place by the GDPR 2018, Data Protection Act 2018 which specify that data must be:

- ✚ Lawfulness, fairness and transparency
- ✚ Purpose limitation
- ✚ Data minimisation
- ✚ Accuracy
- ✚ Storage limitation
- ✚ Integrity and confidentiality (security)
- ✚ Accountability

It is against the law if any organisation does not keep to these principles. If you are under any doubt about what you may or may not do under GDPR 2018 & DPA 2018 seek advice from the information commissioner's office, 08456 30 60 60.

### Useful contacts,

1. Pre-School Learning Alliance 0870 60 300 62

2. Charity Commission [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) / 0845 300 0218
3. OFSTED [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
4. Business Link [www.businesslink.gov.uk](http://www.businesslink.gov.uk)
5. Law Call (part of our insurance)
6. ICO (information commissioner's office) 08456 30 60 60 [www.ico.co.uk](http://www.ico.co.uk)

Thank you for reading our committee guide. There is a lot of information to take in, but remember the committee is a team of parents united in the goal to ensure St Michael's Pre-School continues to develop and provide the very best care and education for your children. Joining the committee is fun, rewarding and you'll make new friends and learn new skills, whilst playing a vital role in your child / children's formative education.

If you have any questions, please don't hesitate to get in touch. You can speak to a member of staff, join us at the next committee meeting or drop us an email at [office@stmichaelspreschool.org.uk](mailto:office@stmichaelspreschool.org.uk)

You giving a **Helping Hand** would be greatly appreciated and welcomed.





## Confidentiality Agreement

To be signed by all staff, committee, parents, volunteers and students taking part in pre-school sessions.

- ✚ Anything I see or hear at St Michael's Pre-School and/or during professional meetings, which involves any of the children, parents, committee or staff, will not be repeated or talked about outside of St Michael's Pre-School or with any individual unless prior permission is gained.
- ✚ If anything happens whilst I am at St Michael's Pre-School which causes me concern I will talk to St Michael's Pre-School Manager or Deputy Supervisor.
- ✚ If I break the confidentiality agreement, disciplinary action will be taken and my suitability to be included in the pre-school re-assessed.
- ✚ I understand that this also covers any outings I may go on with St Michael's Pre-School at any time.

I understand this agreement and agree to abide by it.

## Data Protection

I hereby, on signing this form, give my consent to my employer, St Michael's Pre-School, The Church Hall, Mace Road, Stanground, Peterborough. PE2 8RQ, including health records, all information supplied by myself relating to my personal details, to retain.

I also agree to SL Additions (payroll) and Epay to hold personal details that are relevant and deemed necessary, any other details (i.e. bank details), they deem necessary in relation to my tax/payroll services.

I understand that unless requested by law, or for medical reasons, all information supplied by myself regarding personal information will be kept in the strictest of confidence unless agreed by myself beforehand. We supply the Learning Alliance with practitioner's details, name and qualification.

I accept that in some instances other bodies, (Ofsted etc), may request to see my personnel file to ascertain that my employer holds all relevant personal details whilst in their employ.

I understand that I can request a copy of all details held by St Michael's Preschool at any time.

St Michael's Preschool must respond to any 'Subject Access Request'/SAR without undue delay and within one month. 'SAR's' must be reasonable

St Michael's Preschool will retain all employees personal, health and medical details for 3 years. Accident/Incident records will be retained for at least 25 years.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

