



The Lenches Pre-school Group

Committee Members Information Pack

The Lenches Pre-School
Village Hall
Church Lench
Evesham, WR11 4UE
Tel: 07933 779918
Email: info@thelenchespreschool.org.uk

OFSTED - EY377612

Registered charity no: 1043885

Written and reviewed by Chairperson and Manager

November 2023



Contents

1. Information about becoming a committee member
2. Duties of a Committee Member
3. Roles and Responsibilities
4. Committee Member/volunteer agreement
5. List of elected Committee Members
6. Further reading/information (*Mandatory reads are in red)



Information about becoming a Committee Member

Thank you for showing interest in joining The Lenches Pre-School Committee. You may already be aware that The Lenches Pre-School is a registered charity, run by a committee made up almost entirely of parents/carers of children attending the setting. The committee forms the “Registered Person”, the provider registered with Ofsted to be providing Early Years Education. Amongst the Registered Person (Committee Members), Ofsted require a Nominated Person (usually the Chairperson). The Lenches Pre-School can only remain open if there is a committee of no less than 5 in place. As well as being responsible for the management of The Pre-School, the Committee Members are also the charity’s trustees.

The following information is provided to give you an insight into the roles and responsibilities of Committee Members necessary for the Safeguarding the children attending the setting and to satisfy Charity Commission requirements. We are also adopters of the 2011 Pre-school Learning Alliance Model Pre-school [Constitution](#). You can read this and more information about becoming a committee member [here](#).

Research shows there are clear benefits for children when parents become 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 successful development.

Volunteering for the Pre-School’s parent led Committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child’s life. It can also have a positive impact on how the Pre-School is managed. It may also be an opportunity for you to update existing skills together with learning some new ones.

Thank you for your support!

Millie Benbow
Chairperson
The Lenches Pre-school Committee



Duties of a Committee Member

The overriding duty of each Committee Member is to act only in the interest of the charity group. In order to do this, it is required that they:

- Have a good understanding of the charity group and how it operates.
- Attend meetings regularly to share the thinking and decision making and to send inform the chairperson if unable to attend.
- Read any available documentation/minutes prior to meetings.
- Be prepared to work with other committee members and staff to achieve the best possible support for the group. This may include volunteering for activities including fundraising.
- Ensure that the group complies with its Governing Document (Constitution), charity, law, and other relevant legislation and regulations. This may include being asked to attend relevant training).
- Ensure that the group pursues its charitable objectives.
- Ensure that the group applies its resources exclusively in pursuance of its charitable objectives.
- Give clear strategic direction to the staff and agree policy and targets.
- Safeguard the good name of the group.
- Ensure effective administration of the group.
- Appoint and manage senior staff.
- Respect confidentiality.
- Ask questions if uncertain.
- To undergo an Enhanced DBS check and Ofsted EY2 application (guidance will be provided by the manager and committee).

Rights of the Committee:

- To receive an induction to the committee and setting, together with a “new committee member” induction pack.
- To be notified of and to attend committee meetings.
- To be given the correct information.
- To vote at meetings.
- To have their ideas and suggestions listened to by the committee.
- To receive minutes of committee meetings.
- To have others respect your confidentiality.
- To be given respect from other committee members.

- To claim reasonable out of pocket expenses (to be agreed by The Treasurer prior to spending).
- To be notified and to attend extraordinary and Annual General Meetings.
- To stand down whenever you choose with written notice (as long as no less than 5 Committee Members remain).

Eligibility: (for the roles of Chairperson, Treasurer and Secretary)

The Charity Commission issues the following guidance on people disqualified from becoming trustees.

People who are under 18 or have a disorder under the Mental Health Act are not eligible to become trustees. In addition, people forbidden from continuing as a trustee, or from becoming a trustee, are people who:

- Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent.
- Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
- Have an individual voluntary agreement (IVA) to pay off debt with creditors.
- Are disqualified from being a company director.
- Have at any time been removed by the Commissioners or by the court in England and Wales or Scotland from being a trustee because of misconduct.
- Have failed to make payments under county court administration orders.

If you have any questions regarding any of the above, please just ask. You can contact either the Pre-School Manager, or Pre-school Chairperson they will be happy to help.



Roles and Responsibilities

Chairperson

- The chairperson is the public face of the elected committee, representing the setting where necessary at public events and sometimes at meetings of other organisations;
- The chair needs to know the roles and legal obligations of the committee;
- To facilitate and chair meetings of the charity; including committee meetings, open meetings, and general meetings, such as Annual General Meeting (AGM);
- The chair needs to ensure committee members and staff have clearly identified roles and responsibilities;
- To set the agenda for meetings together with Secretary and Manager;
- To ensure effective administration and co-ordinate the work of the committee;
- To act as the Nominated Person for OFSTED purposes;
- To approve committee expenditure;
- To line manage the employees of the charity;
- To support other committee members and authorise the work of the Treasurer.

Treasurer

- To ensure the trustees are aware of the financial position of the charity, providing up-to-date written statement of accounts at committee meetings;
- To ensure that all trustees are aware of their financial responsibilities and comply with the charity's finance procedures and those required by the Constitution;
- To ensure that the trustees apply the charity's resources exclusively in pursuance of its charitable objectives;
- To presents accounts to the members at the AGM;
- To act as a signatory in line with the charity's financial procedures.

Treasurer continued - Financial Records

- Open and maintain the groups bank account, updating the list of signatories as necessary. It is good practice to have three signatories; all of these must be volunteer committee members, unless stated differently in the group's constitution.
- Prepare in advance an annual budget, as agreed by the trustees.
- To issue bills and receipts on behalf of the charity and ensure that all necessary payments are made promptly.
- To ensure that the charity's financial records are maintained accurately and update on timely basis.
- To liase with staff on behalf of the trustees to ensure effective financial control of the charity's finances.
- To ensure that quarterly financial returns and year-end supplements are completed, signed and returned with agreed deadlines.
- To ensure that bank accounts are reconciled to the charity's financial records at least once a month. To review the bank reconciliation and sign it.
- To ensure that any funds held by the committee are used in accordance with the terms of the charity's reserves policy.
- To review and return any other financial reports as necessary.
- To attend finance training if time and resources are available.
- To prepare wages and salaries, for payment with regard to PAYE and NI. Keeping income tax records P14/P45/P60 (this can be delegated to a payroll service or administrator).
- To ensure that committee expenses are paid.

Secretary

- To respond appropriately and punctually to all correspondence; keeping proper records.
- Organise all meetings including booking venues, and liaising with attendees to ensure they are all informed about next meeting and Agenda and Meetings are send out before the meeting.
- Collect all points to draw up meeting agendas and circulate to all meeting attendees punctually.
- Take comprehensive and accurate minutes during meetings, type up and send out to all attendee in timely manner.
- Gather all relevant information. Distribute to all appropriate people.
- Support all committee members and staff members by ensuring the administrative function is accurate and efficient.

Committee Members

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

- Keeping the whole group informed of the committee's decisions and activities using a notice board, newsletters, emails.
- Administering a waiting list according to the group's admissions policy.
- Fundraising.
- Buying equipment or looking for fundraising to buy equipment for the group in consultation with staff.
- Ensuring that registration and inspection requirements are met in consultation with staff.
- Arranging the group insurance and maintaining an inventory- keeping a copy separate from the setting in case of fire.
- Making sure the group is a safe place to be for children and adults- with staff making regular checks on the accident record, conduct risk assessments and ensuring Health and Safety standards are met.
- Making sure policies and procedures are reviewed once a year.
- Recruitment and induction of staff.
- Staff appraisals.
- Representing the setting as and when required.

All trustees have shared responsibility for the day care provision. However, one individual, usually the Chairperson, will be 'nominated person', to represent the organisation as the main contact with OFSTED. OFSTED will carry out a number of checks on the suitability of the 'registered person'. These will include an overview, DBS and health check.

Each new trustee will need to complete DBS form together with a EY2 Ofsted form. It is a declaration of criminal record and other matters that will determine suitability to work with or to be in contact with children.

Manager

- Manage the day to day running of the setting.
- Liaise regularly with the Chairperson.
- Support Key Person in maintaining children's developmental records.
- Deploy and manage staff to ensure ratios are met.
- Carry out staff induction, staff appraisals and review training records.
- Co-ordinate staff meetings.
- Ensure planning, observations and assessments are carried out.
- Liaise with committee over booking children in, spaces and completing and maintaining registration forms etc.

- Ensure health and safety checks are carried out.
- Ensure EYFS is delivered and practice guidance and welfare requirements are met.
- Safeguarding and Child Protection
- Deal with complaints in the first instance.
- To report to the committee DSL issues.
- Work with committee to update paperwork i.e. policies and procedures, admission forms, prospectus etc.
- Liaise with committee members over consultation and SEF (not compulsory).
- Parent partnership.
- Support Key Person relationships.
- Working with Local Authority professionals i.e. Improvement Advisors, SEND.

Together the charity, trustees are the 'registered person' with OFSTED and have overall responsibility for the childcare provision; through the manager will be the person who is in charge of day-to-day running of the provision.



Committee Member/ Volunteer Agreement

This Committee Member/ Volunteer agreement is a description of the arrangement between

The Lenches Pre-school Group and _____ in relation to the voluntary role. The intention of this agreement is to clarify the nature of the relationship and assure you that we appreciate your volunteering with us.

The Lenches Pre-school Group also wishes to set out our commitment to the best we can to make your volunteer experience with us a positive and rewarding one.

The setting

The Lenches Pre-school accepts the services of the volunteer for the role of:

Name of the volunteer	Role

The setting makes the following commitments:

- To provide introduction to the organization and your role as a volunteer Committee Member
- To provide a volunteer committee pack including full details of the organization and other documents relevant to the role
- To provide training and support to you if required to meet the responsibilities of this volunteering role
- To explain performance standards and encourage and support you to achieve and maintain them
- To provide a named person who will regularly discuss your role
- To help you develop within your volunteering role
- To provide an opportunity for you to feed back to us about your experiences as a volunteer.

Expenses:

- To repay out-of-pocket expenses incurred wholly and exclusively in connection with the volunteering role i.e. DBS check.

Equality and diversity:

- To ensure that volunteer interaction is in accordance with our Equal Opportunities policy.

Concerns:

- To address any problems, complaints and difficulties you might have while you volunteer with The Lenches Pre-school Group.

The Volunteer

I agree to be a volunteer with the setting and commit to the following:

1. To perform my volunteering role to the best of my ability in line with the aims, objectives and values of the setting.
2. To follow settings Policies and Procedures, including Child Protection and Safeguarding of the Children, Health and Safety and Equal Opportunities.
- 3. To maintain the confidentiality of information of the organization and of its services users in line with data protection requirements.**
4. To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible.
5. To attend training and support, where agreed to support me in this volunteering role.
6. I agree to DBS and EY2 checks.
7. To notify the setting immediately if I am the subject of an investigation by the Police, statutory or regulatory authority or if I receive a Police caution or a criminal conviction, which calls into question the suitability of my role.
8. To disclose immediately if I or a member of my household is disqualified from working with children.

In order to ensure that you as a volunteer get the most from your volunteering role and that the setting benefits from your involvement as a volunteer, we will review this agreement annually, after our Annual General Meeting.

I understand that this is not a legally binding document between the parties and does not seek to create an employment relationship between The Lenches Pre-school Group and the volunteer, either now or in the future. This agreement can be cancelled at any time by either party.

On behalf of The Lenches Pre-school Group:

Date	
Signature of Volunteer	
Signature of Manager	
Signature of Chairperson	



List of Elected Committee Members

The Committee Members for the period 2023/2024 were elected during our AGM (Annual General Meeting held on 17th October 2023) .

Name	Title	Email	Telephone
Millie Benbow	Chairperson	chair@thelenchespreschool.org.uk	07748141542
Nicola Coote	Treasurer	treasurer@thelenchespreschool.org.uk	07411676111
Natalie Waters	Secretary	secretary@thelenchespreschool.org.uk	07969431007
Stephanie Higham-Lloyd	Member	stephilloyd@outlook.com	07510897697
Nicola Masters	Member	nicolamasters21@hotmail.com	07976391555
Keri Ford	Member	kford@gmail.com	07971144638
Paula Challacombe	Manager	info@thelenchespreschool.org.uk	07933779918



Further reading/information

Early Years Foundation Stage – [Statutory Framework 2024](#)

[Working together to Safeguard children](#) – A guide to inter-agency working to safeguard and promote the welfare of children

*(Please read Chapter 1 – Referrals and Chapter 2 – Early Years and childcare)

[Keeping children safe in education 2023](#) – Statutory guidance for schools and colleges Sept 2022

*(Please read Part 1)