

**Committee Policy and Procedures**

St Augustine of Canterbury preschool recognises the importance of including parent’s in the management of the preschool. The following procedures are in place to encourage and support the committee in their role:-

**Recruitment and AGM:-**

* During the summer term the Chairperson will send out information regarding the committee to all parents who will have children in the preschool the following year.
* At least two weeks before the end of the summer term all parents will be invited to the AGM which will take place early in September. Parents will be asked to respond regarding their attendance and if they wish to put themselves forward to be on the committee. The Secretary will keep these replies safe until the AGM.
* Reminder of the AGM will be sent out before preschool commences in September.
* **Format of AGM**

1. The Secretary will record all names of people present.
2. The chairperson will welcome parents and read an Annual Report.
3. The Treasurer will submit the accounts.
4. Nominations received by the Secretary will be read out by the Chair person and any other nominations will be asked for. Nominations must be agreed and seconded
5. The new committee must consist of a minimum of 5 and maximum of twelve people.
6. The previous year’s committee will then stand down.
7. A date for a general committee meeting will be made, which must take place within 1 week.

**First Committee Meeting:-**

* Previous Chairperson will attend to chair the meeting
* Officer roles i.e. Chairperson, Treasurer and Secretary will be agreed
* The committee will be divided into two subcommittee groups i.e. Finance and Policies
* The Constitution will be read by all committee and signed by the chair person and secretary
* Confidentiality policy will be read and signed by all committee
* Committee members will be asked to complete a preschool declaration form
* Committee members will be asked to forward an up to date photo to go on our committee notice board.
* Committee policy will be sent to all committee members

**Official Documentation:-**

* Within the first week of becoming a committee member an online DBS must be completed on the Ofsted Web site
* When the disclosure certificate is received this must be shown to the preschool manager, who will record the number.
* Within a week of receiving notification of a Disclosure number an EY2 must be completed on the Ofsted web site
* The preschool manager will check that all committee disclosure numbers are recorded and all committee members are registered on the early years register, two weeks after the AGM. At this stage the previous year’s committee will be taken off the register.
* The preschool manager will update the Charity commission.
* Committee members who receive a disclosure that makes them unfit to work with children or committee members who do not comply with completing the official documentation and preschool disclosure form, must resign from their post.

**General Meetings**

* Normally there will be one meeting a term but during busy periods e.g. coming up to Xmas additional meetings may be required.
* At least 50% of committee must attend all meetings and this must include 2 officers.
* The Chairperson guides the meeting and submits a report
* The Secretary distributes the agenda, takes minutes, which he/she types up and forwards to all committee members within two weeks of meeting
* The Treasurer submits a financial report
* The preschool manager reads his/her own report and the Administrator’s report.
* Other items on the agenda include:-

1. Safe Guarding
2. Health and safety
3. Events coming up
4. Any other business

**Sub Committees**

**Finance meetings:-**

* The Treasurer will lead these meetings
* 1st Finance meeting will take place within one week of the 1st committee meeting.
* During the 1st meeting the financial policy will be reviewed and signatories decided for the preschool bank account
* Finance meetings will take place at least once a term
* The Administrator will attend all Finance meetings to advise and take minutes which he/she will type up and distribute to all committee with two weeks of meeting.
* Finance meeting in the summer term will include agreeing fees for the following school year and the treasurer will submit a budget for the following school year.

**Policy Committee:-**

* All policies are reviewed annually; date for review can be seen on the policy review time table.
* Policies are also reviewed and new ones written when changes are made to legal requirements/best practice or the routine in preschool has changed.
* The preschool manager makes the changes to the policies and submits to the policy committee to review and agree.
* The policies are then forwarded to all staff to read, changed on the preschool web site and the policy folder.

**Committee roles:-**

**General committee member:-**

* Attend committee meetings, taking on what actions you can.
* Help at preschool events
* Join either finance or policies sub committee
* You may be required to help with staff recruitment or other staff issues
* To look into any concerns or complaints regarding the preschool

**As well as the above, the preschool officers have additional responsibilities. See below:-**

**Chairperson:-**

* Chairs committee meetings, AGM’s and special meetings
* Represent the group
* Line manage the preschool manager
* Support the treasurer
* Support the Secretary with making sure documents are organised for handing over
* Check accuracy of minutes

**Treasurer:-**

* Maintain preschool bank account
* Keep financial record
* Present a financial statement at each committee meeting
* Prepare annual accounts
* Prepare budget
* Work closely with preschool administrator

**Secretary:-**

* Assist Chair with committee agenda’s
* Take and circulate minutes
* Write letters on behalf of committee

**Co-opted members:-**

* Parents joining the preschool after the AGM, may join the committee by becoming co-opted members in agreement with existing committee members.

This Policy was \*adopted/renewed at a meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_

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The Policy will be reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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