

**Volunteering For The Hyde Heath Pre-School Committee**

**Why volunteer?**

* Are you interested in learning new skills?
* Would you like to meet new people?
* Would you like to share your skills, time and ideas with others?
* Have you ever wanted to improve the running of your child’s setting?

If you answer "yes" to any of these questions, the team at Hyde Heath Pre-School would love to hear from you.

**Hyde Heath Pre-School Background**

Hyde Heath Pre-School is based in Hyde Heath Infant School in the rural village setting of Hyde Heath. It runs for 38 weeks per annum and operates two sessions per day 9am – 12 noon and from 12 noon to 3pm. The charity is licensed to educate 22 children between the ages of 2 and 5 years.

Hyde Heath Community Pre-School Group is run as a registered Charity (No. 1020591) details at The Charity Commission. It is managed by a ‘board’, elected annually by its members who are mainly parents or guardians of children attending the Pre-School and others as appropriate.

The aims and objectives of the Charity are to provide and enhance the development and education of children under statutory school age. In a safe, secure and stimulating environment which ensures equality of opportunity for all children and families in Hyde heath and surrounding area in guidance of The Early Years Foundation Stage (EYFS). The Charity also encourages the professional development and education of those providing the child care and recreation as well as maintaining community links.

**The benefits for the children**

There are clear benefits 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 too.

Volunteering for our parent-run committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child’s life. It will also makes a real difference to how we managed the setting. You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones, as well as putting something positive back into your local community.

**What is involved?**

Members of the committee will be happy to tell you in more detail about how you can become involved. There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good thing is you don't need any experience to make a difference.

The committee members are the charity trustees of the pre-school and together we are

responsible for the overall management and smooth-running of the setting. This can mean

anything from organising a summer fundraising event to negotiating with a landlord over the terms of a lease.

The committee is the employer of staff in the pre-school so has overall responsibility for recruiting, training and developing staff, paying their salaries, and managing their contracts of employment.

The committee is also has responsibility for things like developing a business plan, managing the daily accounts and working with staff to ensure the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

**What you can choose to do?**

A lot of the work the committee does is fun – building new partnerships with other parents and professionals, coming up with new fundraising ideas, getting exciting plans off the ground – but there are some regular jobs too.

The three main roles on the committee are Chair, Treasurer and Secretary. You may find the list below helpful as it explains briefly what each role does, along with some duties that are common to all committee members.

The tasks can be shared between different parents, so all the work need not fall on any one person. However, overall responsibility for this work rests with the committee.

***Chairperson***

* Represents and acts as a spokesperson for the pre-school.
* Chairs meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
* Sets the agenda for meetings together with the Secretary.
* Co-ordinates the work of the committee to ensure effective administration.
* Acts as the ‘Nominated Person’ for Ofsted purposes.
* Line manages the Manager of the setting.
* Supports other committee members and authorises the work of the Treasurer.

***Treasurer***

* Ensures the committee are aware of the financial position of the charity, providing an up-to date written statement of accounts at committee meetings.
* Ensures that all committee members are aware of their financial responsibilities and

comply with the charity’s finance procedures.

* Ensures that the committee apply the charity’s resources exclusively in pursuance of its charitable objectives.
* Presents accounts to the members at the AGM.
* Manages the charity’s bank account, updating the list of signatories as necessary.
* Prepares in advance an annual budget, as agreed by the committee, and monitors it regularly.
* Issue bills and receipts on behalf of the charity and ensures that all necessary payments are made promptly.
* Ensures that the charity’s financial records are maintained accurately and updated on a

timely basis.

* Manages staff payroll and volunteers’ expenses.
* Arranges for the accounts to be checked annually and independently.
* Reviews and returns any other financial reports as necessary.

***Secretary***

* Responds punctually to all correspondence; keeping proper records.
* Organises all meetings including booking venues, arranging refreshments, liaising with attendees to ensure they are informed etc.
* Draws up meeting agendas and circulates to all attendees punctually.
* Takes accurate minutes during meetings, types up and sends them out to all attendees in a timely manner.
* Ensures all office filing is kept up-to-date.
* Supports all committee and staff members, by ensuring the administrative function is

efficient.

***Shared responsibilities for all committee members***

* Act in the best interests of the charity; promoting its values and working to achieve its

charitable objectives.

* Work as part of a team with the other trustees; whilst bringing their own ideas,

perspectives and experiences to the committee.

* Regularly attend committee meetings and contribute to the effective management of the

charity.

* Read committee papers and contribute to the decision-making process of the committee.
* Work with the Treasurer to set priorities for the budget.
* Undertake Ofsted suitability checks as required.
* Use safe recruitment procedures and work to Early Years Foundation Stage requirements to employ suitable adults to work with the children.
* Employ a Manager to act as the person in charge of the early years provision; supporting

them to successfully manage the childcare provision and ensure that the Early Years

Foundation Stage and Ofsted registration requirements are met.

* Ensure all committee members and staff have clearly identified roles and responsibilities.
* Submit the annual update, or annual return and accounts, to the Charity Commission.
* Ensure that the charity complies with the rules in its constitution, charity law, and other

relevant regulations that govern the work of the charity.

**Is there any support for the Committee?**

If you decide to volunteer on the committee, there is a lot of help available to you.

We are fully committed to doing what we can to increase the participation of volunteers in our preschool committee, and have a volunteer strategy that helps us to support all parents involved with running committees by sharing the latest best practice – particularly to support the recruitment, retention and training of committee members.

**The Pre-School Learning Alliance** (<https://www.pre-school.org.uk/>) provides a number of resources, factsheets advice on different aspects of committee work.

**The Charity Commission** (<https://www.gov.uk/government/organisations/charity-commission>) There job as regulator is to work closely with charities to ensure that they are accountable, well run and meet their legal obligations in order to promote public trust and confidence and provides a wide range of advice and guidance to charities and their trustees.

**Further information**

If you would like specific information about how to get involved with Hyde Heath Pre-School

Committee, please contact the Chairperson or Trustees. Alternatively, you might like to talk to another parent who is already involved with the committee. A list of committee members can be found on our website.