



## **St Marks Pre-school Committee – Volunteers needed!**

Your child is registered at a pre-school charity run by a parent committee.

- 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 St Mark's pre-school would love to hear from you.

### **What is 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. You do not need any experience to make a difference.

Committee members are the charity trustees of the pre-school and together they 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.

St Marks Pre-school 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 also has responsibility for things like developing a business plan, managing the daily accounts, and working with pre-school practitioners to ensure the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

### **What you can choose to do:**

The three main roles on the committee are Chair, Treasurer and Secretary. **St Marks Pre-school will be looking for a new Treasurer, Health and Safety Rep, Staff Rep and general committee members in October this year.** You may find the information below helpful as it explains briefly what the vacant role entails, along with some duties that are common to all committee members.

#### **Treasurer**

This role includes ensuring that:

- the committee are aware of the financial position of the charity, providing an up-to date written statement of accounts at committee meetings.

- all committee members are aware of their financial responsibilities and comply with the charity's finance procedures.
- the committee apply the charity's resources exclusively in pursuance of its charitable objectives.
- Accounts are presented to the members at the AGM.

The role involves:

- Managing the charity's bank account, updating the list of signatories, as necessary.
- Preparing in advance an annual budget, as agreed by the committee, and monitors it regularly.
- Ensuring bills and receipts are issued on behalf of the charity and that all necessary payments are made promptly.
- Accurately maintaining the charity's financial records and updating them on a timely basis.
- Managing the staff payroll and volunteers' expenses.
- Arranging for the accounts to be checked annually and independently.
- Reviewing and returning any other financial reports as necessary.

The Pre School has taken significant steps to simplify the work of the Treasurer in recent months. These include:

- A move to fully on-line banking
- A reduction of cash and cheques in the business
- The Pre School Administrator taking on most of the day to day banking roles

#### **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.

Further information If you would like specific information about how to get involved, please speak to Rachel in the office.

