



## Committee and Friends of Policy

### EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
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### Policy Statement

Warwick Community Playschool is a part of Warwick Community Association. The Association is a registered Charity (1041878) and is run through a constitution and an elected group of trustee's known as the committee. There is also a 'friends of' group which allows family members to have a voice without the liability attached to the formal trustee nomination.

#### **Our Committee**

Chair – Nicola Thomson

Secretary – Joanna Ludlam

Treasurer – Julie Morgan

Custodian – Bob Pickering

Trustees – Nicola Anniwell, Sonia Amato, Jen Day, Rachael Driouch

### Procedures

#### **Legal responsibilities of the committee**

N.B these points detail what the committee are responsible for, but may not necessarily be directly involved in.

The constitution is reviewed by all committee members on an annual basis. All policies and procedures are reviewed annually by the manager and shared for consultation with staff and committee members before being signed off.

- Complete DBS forms and attend a Safeguarding/HSE session with Manager as soon as possible after election to committee to fully understand your role in helping to safeguard the children in the preschool.
- Ensure that preschool complies with its constitution, charity law, Ofsted, EYFS and local authority requirements
- Ensure that Safer Recruitment procedures are followed for all appointments of committee; staff and volunteers in the preschool
- To adhere to all preschool policies and review them according to the policy review schedule.

#### **Other responsibilities of the committee**

N.B these points detail what the committee are responsible for, but may not necessarily be directly involved in.

- Maintain a strict confidential approach to all committee/preschool matters and understand the reasons why.

- All Committee Members attend meetings as agreed, plus additional one on one meetings regularly between Supervisor and Committee Chair, and Supervisor and Policy Writer.
- Always work in the best interests of the preschool and follow policies accordingly
- Act with positivity and integrity, avoid any personal conflict of interest, or misuse of charity funds or assets.
- Be pro-active in presenting the preschool as anti-discriminatory establishment that welcomes all families
- Ensure that two way communication and support between staff and committee takes place i.e. consult with staff and utilise their qualifications and experience and offer support and individual expertise to staff.

The Charity Commission has a statutory obligation to regulate and monitor charities and failure to run a charity in accordance with the constitution could lead the committee open to investigation

### **Staffing**

- Ensure that sound management of staff is undertaken by the Manager and that strategic direction and targets are provided to staff through an appraisal and supervision system usually undertaken by the Supervisor and a nominated Committee member.
- Agree staffing policies
- Review pay scales and salaries annually
- Agree when salaries are to be reviewed (e.g. when a staff member completes an NVQ level or other qualification)
- Review ancillary costs e.g. overtime
- Agree staffing budget and staff: child break even ratios to allow Supervisor to adjust staffing needs as necessary (e.g. when child numbers rise or fall), without the need to wait for Treasurer's decision.
- Nominate Committee member to undertake Safer recruitment training (\* a legal requirement) to work alongside Supervisor to appoint staff as needed. Confirm any appointments with the Chair, not necessarily the whole committee.
- Nominate Bank Staff from within the Committee to supply adhoc cover.

### **Fundraising**

- Provide funds for additional resources other than those funded by the local authority e.g. play equipment, outings, IT resources, building improvements, staff uniforms
- Fundraising is currently lead by a fundraising lead, supported by the friends of group.
- Agree priorities for use of monies raised from fundraising through discussion with staff as to the needs of the preschool and, wherever possible, consultation with parents and children.
- Adopt fundraising policy and ensure that Charity Commission fundraising ethics are followed at all times

### **Budget setting**

Before the start of each academic year, budgets should be set for each revenue stream and cost category. These will be set as per the agreed template, following consultation with staff and committee.

## **Finance**

- The committee should be advised of the current financial position at every meeting
- Agree each year who should be able to sign cheques
- Agree process for petty cash
- Agree what expenditure can be undertaken by the treasurer or staff without reference to the full committee (e.g. when within budgets set above and monetary forecast is good)
- The equivalent of 3 months running costs should be set aside as 'emergency funds'. If levels go below this, the committee must be convened in order to review the financial position of preschool and agree any necessary action. Agree what 'emergency' funds the treasurer should keep within preschool accounts and at what level a committee review of finances should be triggered
- Regularly review banking arrangements to maximise cash flow and interest returns

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in July.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.