

Committee Network Meeting

Southampton Voluntary Services

Wednesday 30th January 2019

9.30 - 11.30am

ROLES AND RESPONSIBILITIES TRAINING

Supporting documents for committee members

- Charity Commission: [The essential trustee: what you need to know and what you need to do](#)
- [Charity Governance Code](#)
- Pre-school Learning Alliance: publication [Charity Essentials](#)

Topics which came from the training

Governance

All committee members need to know what their governing document looks like, where it's stored and have read it and familiarised yourself with the content. Make sure that any new committee members are provided with the governing document too.

If you are an unincorporated charity you will have a model Preschool Learning Alliance constitution that has been approved by the Charities Commission. If you are an incorporated charity you will have a model Preschool Learning Alliance memorandum of article. Not all pre-schools run with the model Pre-school Learning Alliance governing documents, however any governing document needs to be approved by the Charities Commission.

Trustee or committee member?

In your pre-school governing document it identifies who is responsible for the management and control of the pre-school. Often the use of committee member and trustee are interchangeable and that is because they are one of the same thing as the committee members are also the charity trustees of the pre-school.

DBS

Anyone who is responsible (trustee or committee member) for the management and control of the preschool needs to complete a DBS. If you would like a factsheet to help new committee members to complete this process please contact Belinda on 023 8083 3293.

Reserve policy and guidance

All Early Years settings should aim to have sufficient money in the bank to cover expenses as they become due. If there are no reserves if income drops below the average (late grant payment, drop in the number of children etc.) a setting could become insolvent. Every Early Years setting should review their level of reserves and set a target to ensure that there is always adequate working capital for the efficient running of the setting.

The Charity Commission has a good fact sheet 'Charity Reserves: building resilience' which explains more about why it is important for all charities to have reserves and how to write a reserve policy, you can find the factsheet [here](#)

Trustee expenses

The Charity Commission defines expenses for trustees as,

“Expenses are refunds by a charity of legitimate payments which a trustee has had to meet personally in order to carry out his or her trustee duties. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed”.

You can find the full factsheet [here](#)

Co-opted members

You might consider co-opting members when committee numbers may be short or you require a member to have a particular skill set or interested in a particular area that is relevant to your setting. Contact Southampton Voluntary Service to advertise for a trustee or try approaching local business with specific skill sets.

Your governing document gives you information about how to co-opted members onto your committee.

Top tips and ideas

Two pre-schools talked about how they support parents to attend committee meetings. The first holds their meetings in the evening so have a pajama party for the children whilst the meeting is being held. The second hold a crèche alongside the meeting. Both of these are good ideas but need careful consideration about staffing, insurance, responsibility etc.

Another preschool talked about how they recruit new committee members by holding a volunteering event. Parents are invited to attend where they can talk to the outgoing committee about their roles and responsibilities.

Roles and responsibilities training

This 2 hour training can be held with your new committee at your setting, if you are interested in this please contact Belinda.

Next Meeting

Summer term: Monday 20th May 2019, 9.30-11.30am @ SVS