

*Add your
pre-school logo*

{INSERT PRESCHOOL NAME}
Committee Handover Pack
Summer 2019

DRAFT

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Foreword

Welcome to {insert name} Preschool Committee Handbook.

Thank you for taking the time to read this handbook. We hope it gives you some insight into the role of the Committee and that you might like to join us!

Working with and for the committee can be many things; a way to get more involved in your child's pre-school experience, a way to improve the running of an established and valuable local service, a way to make friends, learn new skills and even have some fun.

You will find out that jobs on the committee are varied and interesting, and it is up to you how much of your time and energy you are willing or able to give.

In this handbook we hope you will get a good idea of what goes on and hopefully see that there is something for you.

Our Preschool: EXAMPLE BELOW

{insert name} is an OFSTED-regulated preschool situated in (*area of the city*), Southampton. As a charity, we are affiliated to the Early Years Alliance and rely on grant funding and fees payment to keep us running. We serve the surrounding local area; feeding into (which schools in your area) School predominantly.

We are based in Community Hall which has a kitchen, committee room and accessible toilet facilities. We have a large, all weather, secure outdoor area, accessible to wheelchair users and those with physical disabilities. As well as a large selection of outdoor play equipment, our outdoor area boasts an insect hotel, vegetable garden, mud kitchen and large dual-level playhouse. Give a description of your provision here

We are open Monday to Friday, 8:30am - 4pm, in term time only.

We offer free parent-and-child trial sessions (Stay and Play). Our fees are currently £x.xx an hour. We accept new children all year round and accept 30 hours funding.

Staff and Committee Roles: EXAMPLE BELOW

Staff

The staff group at {name of pre-school} currently consists of:

- **Manager:** Our manager post is currently vacant. We hope to fill this vacancy in the autumn 2017 term. Our manager is responsible for the day to day management of preschool activity; including leading the staff team, planning curriculum activities,

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implementing policies, creating staff rotas, liaising with parents and Committee and overseeing preschool finances, child welfare and health and safety.

- **Assistant Manager:** Emma supports the Manager in the event of their absence and is currently holding the role of Acting Manager. As well as supporting and deputising for management activity, she is a key worker, named Safeguarding Lead, oversees childcare placement students / Apprentices and manages preschool admissions.
- **Level-3 qualified Childcare Practitioners:** Caroline, Precious, Tom, Sarah and Anna work various permanent hours in the preschool setting. Level 3 staff are “key workers” who have overall responsibility for developing a trusting, caring bond with each of the children, to support them in their time with us. Our practitioner’s complete observation and learning stories paperwork to record the children’s preschool journey.
- **Bank staff:** We currently have 8 bank staff on our books, who are DBS-checked and have received basic childcare training. They do an important job in supporting our core staff on ad-hoc temporary hours, as well as providing sickness cover.
- **Administrator:** Sheena carries out a wide range of activities in support of preschool business, including producing parent newsletters, dealing with invoices and billing, DBS checks, ordering equipment, completing funding applications and acting as first point of contact for parents. She is employed 10 hours a week in term-time and can provide advice and support to Committee members on their role and processes.
- **Payroll Administration:** This is managed by an independent company; HMRC Payroll.
- **Apprentice:** From time to time we also employ an Apprentice Childcare Practitioner. This enables us to train and mentor a young person to help them start their career in childcare. Apprentice’s sometimes have key children, depending on their age and experience.

The majority of our current staff have been working within the setting for many years.

Committee

A committee (members can be referred to as Trustees) is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. As a governing body, they will need to have a shared vision of what the organisation is about and what its end goals might be.

The committee is responsible for the overall management and organisation of the setting.

- Most committees have a core group of people who have specific roles and responsibilities in addition to those of a general committee member.
 - Chairperson
 - Secretary
 - Treasurer

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- Committees can vary in size but need to have enough members to carry out necessary tasks; too many members can result in the committee being unmanageable and ineffective. If using the Pre-School Learning Alliance model constitution 2011 please note that 60% of committee members should be parents unless special arrangements are made through the Early Years Alliance National Centre.
- Committees will usually meet not less than six times a year and when making decisions has to meet its quorum, (this refers to the minimum number of committee members needed at a meeting, usually four members, or one third of the total committee members). They will also ensure that an AGM (in a membership organisation) is called.
- The committee has the power to create and adapt aims and objectives for the group, and to make policy decisions designed to assist with achieving these aims. If the aims and objectives have already been established, then each committee member must know what they are and understand what they mean.
- Committee members work with the Manager/Leader to develop a good working relationship to ensure that the legal requirements and childcare arrangements have suitable aims and objectives.
- The committee is responsible for recruitment, staff training, development, paying salaries and managing contracts of employment.
- The committee can delegate certain responsibilities to staff and should allow them to undertake these delegated duties without over interference. However, it is the responsibility of the committee to support, guide and lead the staff team.
- The committee creates fair personnel and employment policies that meet legal requirements; these protect the organisation and those that work within it. The committee is responsible for monitoring activities to ensure that policies reflect practice.
- Productive meetings are held where organisational issues are dealt with efficiently. It has regular appraisals, self-assessments and development plans.

Reasons to prevent you becoming a Trustee / Committee member

You cannot become a Trustee if you are,

- Under 18 years of age (unless the Charity is a registered company)
- Disqualified under section 72 of the Charities Act 1993, because for example, you are an undischarged bankrupt or have an unspent conviction for an offence of dishonesty or deception
- A paid member of staff can be elected onto the committee but with conditions attached (see model constitution 20011)

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Legal obligations

Statutory and common law obligations, which exist in law, must be met by all organisations; it is the committee's responsibility as the employer to keep up to date with any changes in legislation, as you are not formally informed.

- Contracts of employment and employment legislation
- Equal opportunities legislation
- Income tax, national insurance, VAT and /or other taxes
- Lease, license or tenancy agreements for premises
- Health and safety legislation (including Environmental Health)
- Insurance requirements
- Financial record keeping and information, fund raising, grants and awards, bank accounts, loans and overdrafts
- Service agreements or contracts for work undertaken
- Data protection legislation including GDPR
- Charity law (if relevant)
- Companies Acts (if registered)
- Flexible Working Rights
- Corporate Manslaughter Bill (2007)
- Equality and human rights
- Minimum statutory holiday entitlement increases
- Ban on Smoking in the workplace
- Information and Consultation of Employees Regulations
- Maternity leave
- Statutory sickness pay

Being part of committee can be both enjoyable and rewarding, individuals bring with them various skills, talents, expertise and ideas that can be used to enhance the group. In return, opportunities to develop new skills in areas such as management, marketing and recruitment can be gained.

The Role of Chair

Job Description

- The public face of the committee. The Chair is expected to represent the group in an official capacity at public event and open meetings.
- Chair all committee meetings and ensure that these meetings run effectively. If the Chair is unable to attend a meeting, it is their responsibility to find a volunteer replacement.
- Ensures that the committee operates to its constitution and holds the correct number of meetings a year.
- That decisions are voted on by a quorum of members, either for or against a proposal
- Organise an AGM annually.

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- Responsibility for staff line management, of which some may be delegated to the leader.
- Responsible for recruitment of staff (with support from other members & leader)
- Support the treasurer and secretary and oversee that they are managing their roles and responsibilities.
- Make quick decisions in the event of a crisis. You must try to canvass the opinion of as many of the committee as reasonably possible before making a decision if it is essential that a decision be made before the next committee meeting.
- Act democratically and not as a dictator.

Basic Checklist

What do I need to see?	✓
A copy of the constitution	
A copy of the latest Ofsted report	
Ofsted registration document	
The minutes of previous meetings	
Copies of annual reports	
A copy of the budget	
The annual accounts	
Staff records	
Copies of rental or partnership agreements	
Insurance certificate/ public liability and employers' liability	
Business Plan	
Operational plan	
Copy of the welfare requirements	

The Role of Treasurer

Job descriptions will vary from group to group as some employ a paid bookkeeper, administrator or pay-roll company. The treasurer has many tasks to perform and it is essential that the rest of the committee recognise and support that role.

Job Description

- Responsible for reporting to the committee all matters to do with the group's finances.
- Keep clear, accurate records of the group's financial transactions
- Prepare a budget and budget forecast
- Manage the group's budget, issue bills, receipts and payment on behalf of the group.
- Manage the group's bank account in consultation with the rest of the committee and sign cheques on behalf of the group, as one of two signatories.

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- Present a financial report to each committee meeting.
- Pay staff wages and volunteer expenses.
- Arrange for annual independent examination of accounts prior to AGM
- Give an annual financial report at the AGM

Basic Checklist

What do I need to see?	✓
The accounts/ financial reports	
Current budget	
Current receipts and payments documentation	
Bank or building society statements	
Bank reconciliation	
Bank/ building society mandates	
Payment of fees policy and benefits information	
Payroll information	
Annual grants and funds information	
Financial diary- (what should I expect and when should I expect it?)	
Nursery education grant claim forms and information	
Milk claim information	
Waiting list to prepare new budget	

The Role of Secretary

Job Description

- Prepare agenda for meetings (in consultation with the Chair) and circulate to committee members
- Attend meetings and take minutes
- Send and receive letters on behalf of the group and keep a record of correspondence
- Inform committee of dates and times of meetings
- Inform everyone of dates and times of open and annual meetings
- Arrange the venue for meetings
- Co-ordinate circulation of relevant documents to committee members
- Some secretaries also manage the groups waiting list and arrange visits

Basic Checklist

What do I need to see?	✓
Contact details of all staff and committee members	
Group events diary	

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List of contact details for advisory and support agencies	
Copies of past agendas and minutes	
Correspondence and details of correspondence sent and received	
AGM information- including process and forms for nomination of new committee members	
Venue for meetings – booking information	
As you will need to circulate these, you should also be given the following documents: Policies and procedures Copy of the constitution Welfare requirements Ofsted Report	
Copies of general letters and newsletters sent to parent/carers	
Waiting list – optional	

The Role of Committee Members

Job Description

- 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 year's 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.

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Basic Checklist

What do I need to see?	✓
Contact details of all staff and committee members	
Group events diary	
List of contact details for advisory and support agencies	
Copies of past agendas and minutes	
The pre-schools constitution	
Copies of the Statutory Framework for the Early years Foundation Stage (March 2017), Early Years Outcomes (September 2013) and the Early Years Inspection Handbook (May 2019)	
Where to find the pre-schools policies and procedures	
Read the latest Ofsted report and the pre-schools self-evaluation and action/development plans.	

Clarifying Staff and Committee Roles

The relationship between the management committee and staff can be a difficult one if the boundaries and roles are not clarified. These boundaries can often be difficult to clearly define and can vary significantly amongst pre-schools.

To ensure good relations between staff and the management committee, it is important to clarify the division of responsibilities. The table below illustrates how areas can be split between the management committee's role of carrying ultimate responsibility, and the staff's role of delivering within set targets/boundaries.

However, note that even this is not a clear template - the division of roles must be determined by each pre-school. What is key to ensure that the management committee's role in being ultimately accountable for the pre-school and the direction of its activities is not diluted.

	The role of the management committee is to...	The role of staff and/or volunteers is to...
Overall	Lead, direct and ensure	Manage, implement and deliver
Vision and leadership	Develop/approve long term strategic plans and monitor progress in implementing the strategic plan.	Carry out agreed work which helps the pre-school achieve their long-term plans
Accountability and legal liability	Monitor the activities of the pre-school and ensure that activities support the overall purpose and aims	Prepare and present reports on activities of the pre-school to the management committee.

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Keeping it legal	Ensure compliance with all relevant legal and regulatory requirements.	Follow the pre-school policy and procedures as set out by the management committee and report to the committee.
Financial management	Ensure adequate financial resources are sought and secured. Ensure money and property is properly.	Follow the pre-school's financial procedures, keeping fee books/petty cash up to date and prepare reports for the management committee.
Managing staff and volunteers	Ensure appropriate pre-school policies and procedures are in place.	Put the pre-school policies and procedures into practice

The Management Committee must set out what it sees as the responsibilities of staff or volunteers and the limits of delegated decision-making authority. Always keep in mind the essential distinction:

- the role of the Management Committee is to lead, direct and ensure the pre-schools operates effectively; and
- the role of the staff is to manage, implement and carry out work that helps the pre-school achieve its mission/overall purpose.

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New Committee Members Welcome Sheet

Thank you for volunteering to join our management committee.

Here are a few details about how we run and what we do.

CONSTITUTION

Our constitution can be found

It is our governing document. Please do read it. It is a fairly dry legal document, but it explains how the committee must operate.

The group is/ is not registered with the Charities Commission?

Our charities number is.....

MEETINGS

We hold meetings a year.

We hold open meetings a year, all parents welcome

We hold an Annual General Meeting in the Term to which all parents are invited.

ROLES AND RESPONSIBILITIES

The committee

- are collectively responsible for managing the group.
- must appoint a Chairperson, a Secretary and a Treasurer.
- must be aware of and comply with current legislation.
- recruit and line-manage the staff.
- must do their best to ensure the financial stability of the group.
- must try to recruit future members of the committee!
- the committee does/ does not employ an administrator or bookkeeper.
- does/does not have a fundraising sub group.

FINANCES

As a charity or not-for-profit organisation, all of our finance is used for the benefit of the children who attend.

However, we do hold a contingency fund in line with charity law.

We hold a variety of fundraising events each year, new suggestions always welcome!

Volunteers are welcome to claim back relevant and legitimate expenses.

We look forward to seeing you at the next meeting of the management committee which will be held at:

.....

- Please arrange a visit to the group so that you can have a chat with the leader about their role and responsibilities.
- The Chair of the management committee will also organise a convenient time for you to meet for an informal chat about our roles and responsibilities.

Thank you for your support. We do hope you will enjoy your time as a committee volunteer and remember to encourage your friends to join us too!

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Committee Handover Checklist

It is important to have a good handover process and induction for newly elected committee members; below are procedures that need to be followed.

Action	Timeframe	Person to complete action
Prepare contact list of trustees and committee members	Information gathered at AGM, then typed up and distributed to all committee members and sent to Early Years team. The EY team will inform committee of training, committee networks etc.	Secretary
Set date for first meeting of new committee	Date preferably set at AGM and agenda circulated in due course. A suitable date for all members should be agreed within a month of the AGM.	Secretary
Notify Ofsted of committee changes via email and keep a copy of correspondence.	Within first week	Chairperson
All committee members to complete an EY2 form and DBS (see Guidance on completing an EY2 form)	Within first week	All new committee members. Chairperson and lead practitioner to co-ordinate
Notify Charities Commission and/or Companies House of committee changes	Within first week	Chairperson
Notify bank of changes to officers and agree time to change signatories	Within first week	Treasurer
Meet with <ul style="list-style-type: none"> • pre-school team • admin • book keeper 	Within first week	All new committee members
Organise handover of relevant documents	Within first week	Outgoing chair/treasurer/secretary with new officers.

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<p>Ensure all committee members have completed signed a</p> <ul style="list-style-type: none"> • trustee declaration • confidentiality statement • conflict of interest form 	<p>At first meeting of new committee</p>	<p>Chair</p>
<p>Ensure all new members are aware of the committee roles and responsibilities. Book this training with the Early Years team.</p>	<p>At first meeting of new committee</p>	<p>Chair</p>

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Committee Induction Checklist

All new committee members need to know about the setting, how it operates and their roles and responsibilities. It is recommended that induction includes the following:

Information about the Management Committee

- Purpose of the committee
- Minutes of recent committee meetings
- Structure of the committee
- Introduction to all committee members
- Role and responsibilities of the trustees and committee members
- Legal and financial responsibilities
- Frequency and format of meetings
- Conflict of interest
- Code of conduct
- Support system for committee members
- Availability of resources
- Contact list

Information about the setting

- Governing document of the organisation
- Mission statement and or overall purpose
- History and background of the setting
- Services of the organisation
- Annual report/accounts
- Structure of the setting (legal)
- Funding arrangements
- Tour of the building
- Role of the staff
- Introduction to staff, students and volunteers
- Contracts of employment and personnel procedures
- Publicity leaflets and publications
- Policy and procedures
- Strategic development and operational plans
- Networking systems.

Induction Process

Induction is one of the most practical ways of ensuring new Management Committee members understand their role, the workings of the setting and their relationship with the staff and others outside the organisation.

All committees should have an induction process, the better the induction, the more effective new members will be!

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An effective induction will:

1. Provide core information and advice to enable a new member to understand the setting and their role
2. Ensure that new members feel welcome, valued and part of the team.

Providing Core Information

The information that a Management Committee member needs varies depending on the setting, according to their legal status, size and how established the setting is. However, as a minimum all Management Committee members should be provided with

- Handover sheet
- The settings governing document
- Annual reports and accounts
- Minutes of the previous three or four Management Committee meetings
- Staff/ committee code of conduct
- Roles and responsibilities of the committee

How to Provide Induction

Induction may involve a combination of meetings, becoming familiar with the staff, premises, facilities, policies, Early Years Foundation Stage requirements and legal requirements. It is better to do this over a period of time before the person starts rather than all at once.

It is a Charity Commission requirement for committee members are eligible and suitable to take on the role. It is advisable that a committee member sign a declaration form as well as a confidentiality form.

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Legal Documents and Requirements

You need to have seen these documents or know where they are stored.	✓
Constitution	
Articles of Association or Memorandum (if applicable)	
Charities Commission details and Charity Number	
Companies House details	
Insurance details	
List of DBS Disclosure numbers for committee members	
Lease or licence agreement	
Business plan	
Health and Safety risk assessment and Fire Risk Assessment	
Disability Discrimination Act (DDA) assessment	
Data protection information	
Storage of information (how long documents should be kept for)	
Audited accounts	
Break even analyses	
Cash flow forecast	
Policies and procedures	
Ofsted registration certificate	
Ofsted report	
Self-evaluation form (SEF) and development plans	

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Committee Meetings

Preparing for the meeting

- ❖ Is the venue accessible
- ❖ Is there enough space and furniture to comfortably accommodate all attendees?
- ❖ Is the venue free from distraction? (when meetings are held in a committee members home there can often be interruptions from children and telephone calls etc)
- ❖ Is the venue suitable for confidential discussions? (avoid holding meetings in a public place where discussions could be overheard)

Time

- ❖ Is the time of meeting convenient for attendees? (if the meetings are held during the day it may exclude working parents, other parents may have to find childcare arrangements)
- ❖ Is enough notice given to allow people to make arrangement to attend?

Documents

- ❖ Has an agenda and the minutes from the last meeting been circulated before the meeting?

Conducting the meeting

The meeting is normally run by the Chair

- ❖ Ensure there is a quorum present in line with the pre-school constitution (the number of members who need to be present at a meeting)
- ❖ Welcome all members at the beginning of the meeting, include housekeeping and remind everyone about confidentiality, respect opinions of others and what to do if anyone feels that they may have a conflict of interest about things being discussed.
- ❖ Ensure someone is present to take the minutes of the meeting, normally the secretary.
- ❖ Record all attendees and any apologies of absence.
- ❖ Give everyone a copy of the agenda and previous minutes.
- ❖ Discuss actions from last meeting and sign minutes to say that they are accurate representation of the previous meeting.
- ❖ Sensitive discussions need to be recorded in an appropriate way to ensure that any individuals or families cannot be identified. (Use initials when writing minutes and recording actions).
- ❖ Keep to the agenda and time frame. It is important that committee members know what time the meeting will finish before they attend.
- ❖ Clarify any actions arising from discussions ensuring that they are accurately recorded.
- ❖ Close meeting by setting date for next meeting

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After the meeting

Share typed up minutes from the meeting with all committee members. You may wish to share the minutes with parents by displaying on the pre-school notice board however consider the contents of the minutes and if there is anything confidential about families that may need to be removed from the display minutes.

The minutes all need to be kept securely along with AGM minutes for future reference and destroyed in line with the pre-school GDPR policy and retention schedule.

Effective Meetings

General Meetings:

Your constitution will state the minimum number of committee meetings that you must hold in a year. Meetings should have an agenda that are circulated a couple of weeks in advance of the meeting so that everyone knows what is expected of them and what issues will be discussed. The secretary with input from the chair and other committee members should draw up the agenda. At the meeting the secretary needs to record the names and numbers of people in attendance.

Annual General Meetings (AGM):

The committee is elected for the coming year at the AGM by a voting system. At this meeting the treasurer, chair and lead practitioner need to give an annual report on what had happened over the previous year.

A meeting has the following functions:

- Receive information
- Consult members on their opinions, views and feelings
- Discuss important policy decisions
- Make and challenge decisions
- Review past decisions
- Plan for the future

Effective meetings will have:

- a detailed agenda
- agenda items in a logical order
- important agenda items at the start of the meeting
- clear reports
- time allocated for each item on the agenda
- an agreed time that meeting will end
- minutes to summarise main points, who will action and by when
- people who listen
- Chair in control of the meeting

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The Agenda:

Date, time and place of the meeting

- Apologies for absence
- Minutes of the previous meeting
- Any matters arising from these minutes
- Chair's report
- Treasurer's report
- Secretary's report on any received or outgoing correspondence
- Lead practitioners report
- Any items for discussion
- Any other business (this should be kept to a minimum)
- The date, time and place of the next meeting
- The date

Responsibilities during a committee meeting:

The chair will

- Keep the meeting focused
- Draw out quieter people
- Stimulate discussion
- Calmly control the group
- Recognise a potential decision
- Stop discussion at the appropriate time
- Keep to the agenda and time frame
- Ensure information is clear and relevant
- Ensure the pre-school's policies and procedures are followed

A committee member will

- Have read the agenda, relevant paperwork before the meeting
- Think about issues that may need to be raised
- Join in discussions
- Have constructive ideas
- Listen to others
- Accept decisions made by the majority

Lead practitioners/staff role at committee meetings:

- Inform the committee of activities happening in the pre-school and any issues
- Advise the committee of the Statutory Framework for the Early Years
- Depending on the pre-school constitution permission may be given for paid members of staff to be elected onto the committee as long as the committee consider it to be in the best interest of the charity.

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- Staff members should not feedback any confidential information about children, families or staff members during committee meetings.
- Staff members should withdraw from discussions and decisions that may affect them such as pay increase, redundancies etc. Often these items would come first on the agenda and the staff member can join after the discussions have taken place.

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Useful Committee Documents

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Trustee Declaration

I declare that I am eligible to be a trustee of [*name of charity*] and that:

- I am a member of the charity.
- I am 18 years or over
- I am capable of managing my own affairs.
- I am prepared to act in the best interests of the charity.
- I do not have an unspent conviction involving dishonesty or deception.
- I am not an undischarged bankrupt.
- I have not been removed from being a trustee because of misconduct.
- My children have not been on a Child in Need Plan/Child Protection Plan or know to social care.
- I am not disqualified from being a company director.
- I am not included on a barred list of individuals who are unsuitable to work with children and I understand I will need to submit to Ofsted checks, including an enhanced criminal records disclosure, to determine my suitability.

Signature:

Date:

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Confidentiality Statement for Committee Members

.....Pre-school are committed to following the settings confidentiality policy and procedure, to ensure that the confidentiality of all children and staff within our setting is respected at all times.

I have read and understood the Settings Confidentiality Policy, and agree to:

- Keep all matters discussed at Committee meetings or within the setting confidential
- Ensure that I do not discuss any pre-school matter outside of the setting or committee meetings

Signed:

Name (print):

Position:

Date:

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Conflict of Interest Policy

All staff, volunteers and management committee members strive to avoid any conflict of interest between the interests of the pre-school and their own personal, professional and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the pre-school's decision making process to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Upon appointment, volunteers, staff and committee member will make a full, written disclosure of interests such as relationships, and posts held, that could potentially result in a conflict of interest. The written disclosure will be kept on file and will be updated appropriately.

In the business of the pre-school the volunteers, staff or committee members will be disclose any interests in transaction or decision where there may be a conflict between the pre-school's best interests and their own best interests; or a conflict between the best interests of the organisations/people with whom that person is involved.

Definitions:

Family means your parents, parent-in-law, step-parents, husband, wife or partner, son, daughter, step-son, step-daughter, child of partner, brother, sister, brother-in-law or sister-in-law.

Immediate Family means your husband, wife or partner.

Partner means any person with whom you co-habit as a spouse.

Examples of conflict of interest include:

- A volunteer, staff member or committee member who is also a user of the pre-school who may decide whether fees of users should be increased
- A volunteer, staff member or committee member who is related to/close friends with a member of staff and where decisions are to be made on staff pay and conditions
- A volunteer, staff member or committee member who is also on the committee of another organisation who may be competing for the same funding
- A volunteer, staff member or committee member who shares in a business that may be awarded a contract to do work or provide services for the organisation.

During meetings, after I have notified you of my interest, I understand that I will be asked to leave the room for any discussion involving my declared potential conflict of interest and will not be able to take part in the subject matter or the decision. Any such notification and the subsequent decision taken will be noted in the minutes.

This policy is meant to supplement good judgement and staff, volunteers and management committee members should respect its spirit as well as its wording.

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I have read and understood the content of this policy.

Name:

Signature:

Date:

Do you believe there may be a conflict of interest? Yes No

If yes, please describe the nature of the conflict of interest – continue a separate sheet if necessary

1.

2.

3.

Action taken by the registered person/manager

Name and signature of registered person/manager:

Date:

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Committee Member's Pledge

Name of Setting:

I pledge that: as a committee member elected for the period of _____ to _____,
I will fulfil my responsibilities as a committee member until such time that a new committee
is elected.

**I have read and fully understand the confidentiality policy of the above named setting and
understand the importance of discretion when discussing anything of a confidential nature.**

**I will under no circumstances discuss confidential information relating to the pre-school
outside committee meetings.**

**At the end of my term of office I will keep confidential all matters that arose during my time
as a committee member.**

Any information or equipment that I have in my possession as part of my role on the
committee will be returned to the setting. Any copies will be destroyed. This includes
electronic information.

I understand that no committee member may gain financially from the work they do for the
pre-school.

I am aware that all committee members must act in a professional manner towards all
members of the community despite any personal feelings.

I am committed to ensuring that the needs of the children at the setting are paramount.

I agree that committee members must always act in the best interests of the setting and the
Community and in accordance with the constitution.

Name: (print)

Signature:

Date:

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Yearly Planner

These are just a few suggestions; each pre-school is different so add to or take away dependant on your need.

Key Event	When does this need to happen?	Who is responsible
Draw up end of year accounts and have then audited or examined.		
Complete and send the annual return to the Charity Commission		
Review our constitution		
Hold AGM		
Conduct staff appraisals		
Conduct pay review		
Review charges/fees		
Review level of insurance and renew		
Review policies and procedures		
Review and update our business plan/development plan		
Carry out annual health and safety /risk assessments		
Update prospectus/brochure		
Update website/Facebook		
Update inventory		

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Support and Information

Name	Contact details	Email/website
Ofsted	Piccadilly Gate, Store Street Manchester M1 2WD 0300 123 1231	Email: enquireis@ofsted.gov.uk www.ofsted.gov.uk
Early Years Team	Startpoint Sholing Woods close Sholing Southampton SO19 0SG Belinda Cone 023 8083 3293 Angela Elliott 023 8083 3911	Belinda.cone@southampton.gov.uk Angela.elliott@southampton.gov.uk Southampton Information Directory
Southampton Voluntary Service	Voluntary Action Centre Kingsland Square St Mary Street SOUTHAMPTON SO14 1NW 023 8021 6047	j.ash@southamptonvs.org.uk
Nursery Education Funding Team	Startpoint Sholing Woods close Sholing Southampton SO19 0SG 023 8083 3014	FIS@southampton.gov.uk
Family Information Service	Startpoint Sholing Woods close Sholing Southampton SO19 0SG 023 8083 3014	FIS@southampton.gov.uk
LADO	Civic Centre Southampton SO14 7LY 023 8091 5535	
MASH	Civic Centre Southampton SO14 7LY	

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	Telephone (office hours): 023 8083 3336 Out of hours: 023 8023 3344	
Southampton Safeguarding Board	023 8083 2995	lscb@southampton.gov.uk
Disclosure and Barring Service (DBS)		https://www.gov.uk/government/organisations/disclosure-and-barring-service
Charity Commission	Open Monday to Friday, 9am to midday and 1pm until 4pm 0300 066 9197	https://www.gov.uk/government/organisations/charity-commission
Companies House	Companies House Crown Way Cardiff CF14 3UZ 0303 1234 500	enquiries@companieshouse.gov.uk
Information Commissioners Office	0303 123 1113	https://ico.org.uk/global/contact-us/email/
HM Customs and Revenue	Monday to Friday: 8am to 8pm Saturday: 8am to 4pm 0300 200 3200	https://www.gov.uk/government/organisations/hm-revenue-customs/contact/employer-enquiries
Department for Work and Pensions (DWP)	Caxton House Tothill Street London SW1H 9NA	https://www.gov.uk/government/organisations/department-for-work-pensions
Early Years Alliance	50 Featherstone Street London EC1Y 8RT 0207 697 2500	info@eyalliance.org.uk
Lawcall	Log into your Early Years Alliance members area to get contact details for legal advice.	
ACAS	Support with employment issues. Monday to Friday 8am – 6pm 0300 123 1100	http://www.acas.org.uk

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Health and Safety Executive		http://www.hse.gov.uk/contact/index.htm
Riddor reporting		http://www.hse.gov.uk/riddor/report.htm
Food Standards Agency		https://www.food.gov.uk/contact/businesses/report-safety-concern

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Request for support from the Early Years and Childcare Service



STAGE 1 – **PROVIDER DETAILS** - TO BE COMPLETED BY THE PROVIDER

This section should reflect the reasons why support is being requested, what steps (if applicable) you have already taken to achieve your goal, your expectations around the outcome you are trying to achieve, the duration of support being requested. And it should detail how you will know if the support has been successful.

Date of Request:	
Name and Address of Provider:	
Postcode:	
Ofsted URN or EY Number <i>(if available)</i> :	Date of last Ofsted Inspection and current Grade <i>(If applicable)</i>
Main Contact Name for all Correspondence:	
Position/Role :	
Telephone No.	Mobile No.
Contact E-mail Address:	

Please give a brief outline as to why support is being requested
What steps <i>(if applicable)</i> have you undertaken to achieve your desired goal?
What is the expectation on the duration of support being requested? (e.g. <i>weeks/months/term/half & full day</i>):
How will you know if the support you receive has been successful?

Once you have completed this form, please return to fis@southampton.gov.uk

PRIVACY NOTICE - PLEASE READ CAREFULLY

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided. In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the

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service to be provided.

The Council may also share personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

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