



Information for all new committee members

WELCOME

Thank you for choosing to volunteer as a committee member (also referred to as a trustee). We extend a warm welcome to you and hope that your volunteering with the charity will be enjoyable, fulfilling and rewarding.

Our committee members are extremely important to us. The charity thrives thanks to the dedication of the many different people who work with us - our volunteers, our members and our paid staff. As a volunteer, we value the contribution of your time and skills, as they are an essential ingredient to our continued success.

The purpose of this guide is to provide you with some valuable information when you are starting as a committee member.

BENEFITS OF VOLUNTEERING

Volunteering to be a trustee of your child's setting is a great way to put something positive back into the local community and can have many rewards and benefits.

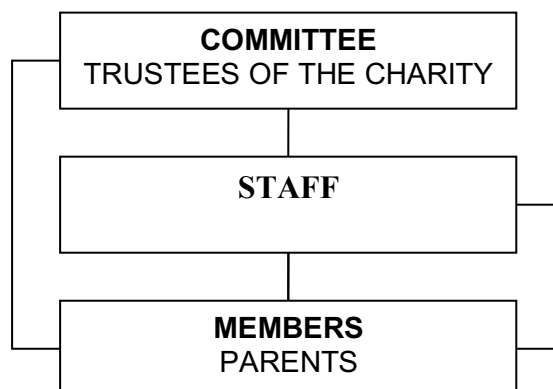
It offers you the opportunity to become more practically involved in the learning and development of your child and it is widely recognised that when parents are actively involved, their children can achieve more.

You will also have a chance to meet other parents, update existing skills and learn new ones. This can have valuable long-term benefits when applying for jobs or undertaking further training.

A BRIEF HISTORY OF THE CHARITY

Allendale Pre-school Playgroup was opened in 1970 and has occupied many buildings in Allendale over the years. We moved to the current purpose built premises in February 2010. The building is leased from Northumberland County Council and Pre-school are responsible for the maintenance of the building.

CHARITY STRUCTURE



THE ROLE OF THE COMMITTEE

The trustees of a charitable pre-school are jointly responsible for the effective running of the charity and making decisions regarding the management of the charity in order to further its charitable purposes. The trustees have an overriding duty to act lawfully and in the best interests of the charity and its beneficiaries.

The Constitution is the legal governing document for our charity. It outlines the rules that the trustees must follow to run the charity efficiently and in accordance with the law.

MANAGING THE FINANCES

The trustees are responsible for ensuring that the charity's finances comply with relevant legislation and are managed in accordance with the Constitution.

This involves keeping accurate accounting records, preparing the accounts at the end of the financial year and having them audited by an independent person to ensure the money is appropriately accounted for.

The accounts must be accompanied by an annual report, prepared by the trustees, describing the activities of the charity in the year and providing some basic administrative information about the management and operation of the charity.

MANAGING EMPLOYEES

As a trustee you are one of the employers of the staff working for the charity, and must obey the laws on employment. These will involve you fulfilling responsibilities to your staff (by respecting employees' legal rights) and to the Government (by operating tax and other systems).

APPOINTING TRUSTEES

The charity is committed to engaging a diverse committee of trustees which reflects the society in which we operate.

The trustees of the charity are elected each year at the charity's Annual General Meeting (AGM). Individuals over the age of 18 years who have either family or affiliate membership with the charity are eligible to be elected as a trustee. Each family or affiliate member has one membership and is entitled to one vote at the AGM.

A few individuals may be disqualified from acting as a trustee of a charity under the Charities Act 2003; such as those that have an unspent conviction for any offence involving deception or dishonesty, or who are undischarged bankrupts. If you are unsure if you are eligible, you can contact the Charity Commission on 0300 0669197 for further guidance.

The trustee role is also subject to the requirements of satisfactory suitability checks by Ofsted, which include a criminal records check. Having a conviction will not necessarily bar you from volunteering with us. This will depend on the circumstances and background to the offence(s) disclosed.

TRUSTEE DUTIES AND RESPONSIBILITIES

An outline of the responsibilities of the charity trustees is given below. The Chair, Treasurer and Secretary are given particular roles in order to ensure that a number of essential duties are completed but often there is some flexibility in who undertakes particular responsibilities.

General trustee responsibilities and duties

- To ensure that the charity pursues its charitable aims and applies its resources exclusively for this purpose.
- To set out a clear strategic direction for the charity; upholding and promoting its values and delivering its goals.
- To ensure that the charity complies with the Constitution, charity law, and other relevant legislation and regulations.
- To work effectively as part of a team with the other trustees; whilst bringing your own ideas, perspectives and experience to the committee.
- To regularly attend and contribute to the decision making process of the committee, keeping up to date with developments that impact on the work of the charity and reading relevant committee papers.

- To actively contribute to ensuring that effective management, procedural and administrative systems are in place to govern the activities of the charity.
- To take reasonable care and skill as a trustee on all matters where there may be material risk to the charity.
- To declare when you, or any person or organisation connected with you, have a personal interest in an issue being discussed by the trustees and refrain from voting on the issue to prevent a potential conflict of interests arising.
- To work with the Treasurer to set priorities for the budget.
- To undertake Ofsted suitability checks as required.
- To recruit a Leader to take charge of the day to day running of the early years provision and to give them clear direction, agreeing policy and targets to support the successful management of the provision.
- In consultation with the Leader, ensuring that the *Early Years Foundation Stage* and Ofsted registration requirements are met.
- To work with the Leader to ensure the effective recruitment and induction of new employees and volunteers.
- To provide a link between the trustees, staff and members of the charity, ensuring that effective communication takes place.
- To work to ensure the provision is a safe place to be, for both children and adults.
- To support and help recruit and induct fellow trustees and encourage them to join the committee.
- To carry out all trustee duties in accordance with the Code of Conduct and the Constitution.

Chair

- To represent and act as an ambassador for the charity.
- To facilitate and chair meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- To set the agenda for meetings together with the Secretary.
- To co-ordinate the work of the committee to ensure effective administration of the charity.
- To act as the 'Nominated Person' for Ofsted purposes.
- To update Charity Commission on changes to trustees and to upload the 'Annual Return' after accounts have been presented and agreed at the AGM.
- To approve committee expenditure in line with the charity's financial procedures.
- To line manage the employees of the charity.
- To support other committee members and authorise the work of the Treasurer.

Treasurer

- To ensure the trustees are aware of the financial position of the charity, providing an up-to-date written statement of accounts at committee meetings.
- To ensure that all trustees are aware of their financial responsibilities and comply with the charity's financial procedures and those required by the Constitution. To ensure that accounts are prepared, audited or examined as appropriate.
- To present accounts to the members at the AGM.

Financial records

- To open and maintain the group's bank account, updating the list of signatories as necessary.
- To prepare in advance an annual or monthly budget, as agreed by the trustees; to advise the Manager of the financial implications of the budget and to monitor it regularly against financial progress.
- To issue bills and receipts on behalf of the charity and ensure that all necessary payments are made promptly.

- To ensure that the charity's financial records are maintained accurately and updated on a timely basis.
- To liaise with staff on behalf of the trustees to ensure effective control of the charity's finances.
- To ensure that quarterly financial returns and year-end supplements are completed, signed and returned within agreed deadlines.
- To ensure that any funds held by the committee are used in accordance with the terms of the charity's reserves policy.
- To review and return any other financial reports as necessary.
- To attend finance training if time and resources are available.
- To manage staff payroll and volunteers' expenses.

Secretary

- To respond appropriately and punctually to all correspondence; keeping proper records.
- To organise all meetings including booking venues, arranging refreshments, liaising with attendees to ensure they are informed.
- To collect all points to draw up meeting agendas and circulate to all meeting attendees punctually.
- To take comprehensive and accurate minutes during meetings, type up and send out to all attendees in a timely manner.
- To ensure all Committee filing is kept up-to-date.
- To support all trustees and staff members by ensuring the administrative function is accurate and efficient.

CHARITY COMMISSION REGISTRATION

Allendale Pre-school Playgroup is a registered charity (number **1158782**) with the Charity Commission, which is the regulator of charities in England and Wales.

The trustees must complete an annual return for the Charity Commission each year within 10 months of their year-end, to ensure they are kept up-to-date with any changes to the charity or its trustees. In addition, trustees of charities with yearly incomes over £25,000 must also by law send the Charity Commission their annual report and accounts.

OFSTED REGISTRATION

Allendale Pre-school Playgroup is registered as a childcare provider with Ofsted (number **EY 498781**). Ofsted inspect and regulate the quality and standards of care and education in early years settings. They look at how settings:

- help children to be healthy;
- protect children from harm or neglect and help them stay safe;
- help children enjoy and achieve; and
- help children make a positive contribution to your provision and the wider community.

Together, the charity trustees are the 'registered person' with Ofsted and have overall responsibility for ensuring the childcare provision meets the terms of Ofsted registration and the requirements of the *Early Years Foundation Stage* framework. You will need to ensure you are aware of the requirements. For the most part the requirements will be delivered through effective leadership of the staff at the setting; particularly the Leader, who is the person who is in charge of the day-to-day running of the provision.

The trustees must fill out a notification form (EY3) whenever there is a change to the individuals on the committee, which informs Ofsted that there has been a change to the 'registered person'. All trustees have shared responsibility for the day care provision. However, one individual, usually the Chair, will be the 'nominated person', to represent the organisation as the main contact with Ofsted.

Ofsted will carry out a number of checks on the suitability of the 'registered person'. Each new trustee will need to complete a declaration and consent form (EY2) to apply for an enhanced

criminal records check. The EY2 form asks for a self-declaration of criminal records and other matters that determine suitability to work with or provide childcare for children.

EARLY YEARS FOUNDATION STAGE

Ofsted regulate and inspect day care provision against the outcomes of the *Early Years Foundation Stage*, which is a mandatory framework for all registered childcare providers and schools caring for children from birth to five years. It was developed to ensure that all childcare services, whether they are new or established, provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs. It is the framework outlining the requirements that must be put in place for the welfare, learning and development of the children attending the provision.

SAFEGUARDING CHILDREN

It is the policy of the setting to ensure that children have a safe, positive environment where they can learn and develop. It is also the duty of the trustees to ensure that all staff and volunteers:

- are committed to children's well-being and safety;
- are clear about their responsibilities to safeguard and promote children's welfare;
- know the procedures for highlighting any concerns; and
- have appropriate guidance and training to undertake their roles.

HEALTH AND SAFETY

The charity regards the management of health and safety as an integral part of its business and as a management priority. The aims of the charity's health and safety practices are:

- to provide and maintain, so far as is reasonably practicable, a healthy and safe environment for all adults and children;
- to take all reasonable steps to reduce health and safety risks to volunteers, paid staff and others;
- to provide appropriate information, training and instruction to staff and volunteers to ensure safe working; and
- to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

Trustees are expected to:

- do everything they can to prevent injury to themselves, their fellow volunteers, children, staff, families and others affected by their actions or omissions, whilst acting on behalf of the charity;
- follow the guidance and instructions provided relating to good health and safety practice;
- report any incidents which have or may have led to injury or damage;
- report any serious or imminent danger, and also report any shortcomings seen in the protection arrangements;
- follow the guidance and instructions provided relating to safeguarding children;
- work with the member of staff in the setting responsible for health and safety, to ensure that there are appropriate risk assessment procedures in place to identify, assess and take necessary steps to minimise any potential and reported hazards and risks to children and adults; and
- ensure that the charity's insurance is adequate and up-to-date - informing the insurers of any material change that will affect the cover.

CONFIDENTIALITY AND DATA PROTECTION

As a trustee of the charity you will come into contact with and use confidential personal information about people, such as names and addresses or even information about staff, children, families and other private matters. You must ensure that this information is treated with absolute confidentiality at all times and that you do not share personal information unless you are legally required to, or have obtained consent from the individual to do so. Otherwise you could breach the Data Protection Act, which provides strict rules in this area.

EXPENSES

Trustees are entitled to claim reasonable out of pocket expenses incurred while carrying out their trustee duties for the charity. The expenditure must be approved by the committee and will only be approved and reimbursed if it has been incurred wholly and necessarily for the setting's business whilst carrying out a volunteering role.

LIABILITY

Allendale Pre-school Playgroup is an unincorporated charity. This means that the trustees may be held personally liable if there is a shortfall in the assets of a charity where it is unable to meet a liability.

However, if the trustees act lawfully in accordance with the charity's constitution, this personal liability is rare. It is also the charity's policy to put an appropriate level of reserves in place to cover expenses when they become due and safeguard against this situation.

USEFUL CONTACTS

- Pre-school Learning Alliance, (Early Years Alliance) T. 0207 697 2595
<https://www.eyalliance.org.uk/educare>
- Charity Commission, T. 0300 066 9197
<https://www.gov.uk/government/organisations/charity-commission>
- Ofsted, T. 0300 123 1231 <https://www.gov.uk/government/organisations/ofsted>

WHAT DO I NEED TO DO NOW?

1. Go online to complete a Disclosure and Barring Service (DBS) **Enhanced Disclosure**. This can be done via the Pre school office. Once your DBS enhanced disclosure has been confirmed, you also need to join the DBS online update service. (There is no fee for the update service if your role is a volunteer)
2. Complete an online EY2 application on the Ofsted section of the Government website-
<https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2> This will ask you to input information such as the Ofsted setting number and the certificate number from your DBS enhanced disclosure. When you receive both the DBS and EY2 confirmation, please bring these to Pre School as copies will need to be taken for trustee records and to present to OFSTED if required.
3. Have a look at the constitution – this is available on the Committee section of the Allendale Pre-school website.
4. Make sure that you have given your details (including full name, DoB, address, phone number and email) to the chairperson so that you can be registered on the Charity Commission website as a trustee.
5. Ask if you have any questions or need paper copies of the above documents and enjoy being part of a very successful local charity!

Updated Jan 2021
(Adapted from a PLA document)