

**Safeguarding and Welfare Requirement: Suitable People**  
Staffing arrangements must be organised to ensure safety and to meet the needs of the children. Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.



## **4. COMMITTEE**

### **Policy Statement**

The Playgroup committee is made up of parents and guardians of children attending our Playgroup and interested friends. Each committee member will be given a 'Committee Agreement' to help them fully understand their role, especially in helping to safeguard the children who attend the setting - a signed copy of the committee agreement should be returned to the chairperson as quickly as possible. Committee members must also complete an Ofsted DBS (Disclosure and Barring Service) check online (including signing up for the update service) as well as an online EY2 form so that permission can be gained from the authorising body for their involvement with the setting.

### **Procedures**

All parents of children that attend the setting are welcome to attend the Annual General Meeting and apply to be a committee member. The child will need to have attended and settled in at Playgroup for no less than 3 months before a parent can become a member. They can also attend committee meetings. The meeting will be held in a manner where no confidential information is disclosed.

We expect all committee members to read through, understand and agree to the terms set out in the 'Committee Agreement' and sign and return a copy to the chairperson (\* a copy is attached at the end of this policy). Any queries regarding the agreement, should be raised with the Chairperson as soon as possible after election to the committee.

Potential committee members can self-nominate or be proposed but must be seconded by an existing committee member. If an emergency meeting is called then only the committee members who have attended at least one out of the last two scheduled meetings will be invited to the emergency meeting.

The position of main post holders on the committee should only be taken up by someone who has served on the committee (ideally for a minimum of at least 3 months) prior to annual election to ensure that they have an understanding of how the Playgroup is run. Wherever possible it is advisable for the main post holders to have appropriate experience, skills and an ability to do the job they undertake for the benefit of the Playgroup, but training and support is available if there is no experience.

It is important that committee members understand that the decisions they make at meetings must be for the good of the Playgroup and the children that attend. They must keep confidential matters discussed at committee meetings and should remain impartial to the families of the children that attend Playgroup. If a member of the committee has any safeguarding concerns about another committee member, staff member or family attending Playgroup – however minor - they should discuss this in confidence with the Chairperson or Manager only, or if they feel unable to do this then Norfolk Children's Services should be contacted.

**Legal responsibilities of the committee** (N.B. These points detail what the committee are responsible for, but may not necessarily be directly involved in).

- Ensure that the Playgroup complies with its constitution, charity law, Ofsted and local authority requirements
- Ensure that Safer Recruitment procedures are followed for all appointments of committee, staff and volunteers in the Playgroup
- Ensure all Playgroup policies are adhered to

**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/Playgroup matters and understand the reasons why
- Attend meetings termly and when needed, reply to mini-meetings held electronically
- Review the position and job role of the manager and the tasks associated with the position
- Always work in the best interests of the Playgroup and follow policies accordingly
- Act with integrity, avoid any personal conflict of interest, or misuse of charity funds or assets
- Be pro-active in presenting the Playgroup as anti-discriminatory establishment that welcomes all families
- Ensure that two-way communication and support between staff and committee takes place

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

**Main functions of the committee** (N.B. These points detail what the committee are responsible for, but may not necessarily be directly involved in).

- Staffing
  - Ensure that strategic direction and targets are provided to staff through an appraisal and 1-2-1 system usually undertaken by the Manager and the Chairperson or a nominated Committee member
  - Agree staffing policies
  - Agree when salaries should be reviewed (e.g. when a staff member completes an NVQ level or other qualification)
  - Verify that the Chairperson or appointed committee member undertakes Safer recruitment training (\* a legal requirement) as needed.
- 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 etc.
  - If possible, a willing committee member should be appointed as a fundraising lead who can be assisted by a small fundraising committee to organise events
  - Through discussion with staff and, wherever possible, consultation with parents and children, agree if monies should be used for general purposes or if there is a need for an amount to be raised for a particular project
  - Ensure that Charity Commission fundraising ethics are followed at all times
- Finance
  - The committee should be advised of the current financial position at every meeting
  - Agree the process for internet banking (this is complex signing (2 signatories))
  - Agree process for petty cash
  - Monies are all trustee's responsibility and all trustees should make a decision
  - If at all possible, the equivalent of 3 months running costs should be set aside as 'contingency funds'

**Other possible duties of the committee** (N.B. These points detail what the committee may be asked to do but not all will necessarily be directly involved in the tasks).

- Help supervise children on outings and day trips
- Welcome new parents at Playgroup.
- Cleaning toys and equipment
- Upkeep of the grounds
- General maintenance

## Main Committee Roles

### CHAIRPERSON

The following tasks may be undertaken in partnership with another committee or staff member:

- a) Liaise with manager the running of and have responsibility alongside the manager for the setting, ensuring it is well managed
- b) Promote the setting
- c) Work alongside manager with 'safer' recruitment of staff – advertising / interviewing etc. and in partnership with the manager, dismiss staff if necessary, ensuring the correct procedures are followed
- d) Ensure, alongside manager, that all parts of each staff members job description are fulfilled and undertake annual appraisals
- e) Review pay scales and salaries annually (in the Spring term ready for September and annual pay rise)
- f) Endeavour to ensure that each person (staff and committee) is suitable for the role they undertake
- g) Attend committee meetings and liaise between the staff and the committee
- h) Keep completely confidential and remain impartial about any information related to the families that use the setting or the staff that work there
- i) Assist in the organisation of fundraising activities if needed, and if necessary, attend special events, outings and visits
- j) Attend meetings/courses relevant to the role. Approved course fees will be met by the Playgroup
- k) Step in and assist/ or resolve when the Manager/ Deputy/ Key Work when necessary with the following
  - i. Parents
  - ii. Committee members
  - iii. Staff
  - iv. Health Visitors
  - v. Children's Services
  - vi. Ofsted (if nominated Ofsted individual is unavailable)
  - vii. Early Years Advisors
  - viii. Other agencies as necessary
- l) Other tasks as and when needed.

**TREASURER** (alongside Administrator) - Duties may include but are not limited to:

- Ensures staff wages are paid
- Liaises with the tax office re: Income Tax and National Insurance and Nest Pension
- Preparing a full account of receipts and payment transactions to present at the AGM with Administrator
- Giving an overview of current finances at each committee meeting with Administrator

**SECRETARY** - Duties may include but are not limited to:

- Taking notes at committee meetings, writing up the minutes and filing them in the minutes folder which is held at the setting
- Dealing with any day to day correspondence – as instructed by the chairperson
- Ensuring that notices are posted about upcoming committee meetings

This policy was adopted by

Feltwell Playgroup

On

06.02.2024

Date to be reviewed

(on or before) 06.02.2025

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

Role of signatory (e.g. chair, director or owner)

Committee Chairperson