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Being part of a 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 New Committee**

The Annual General Meeting (AGM) has taken place; new committee members have been elected and members have voted to adopt the most up to date constitution.

- In some instances committee members have already agreed to take officers roles. If this is the case they can be elected to these roles at the AGM.

- If not, a date for the first committee meeting should be agreed or take place straight after the AGM. At this meeting officers will be elected. If it is not held directly after the AGM then it should be held within two weeks.

It is a Charity Commission requirement that all trustees/committee members are eligible to serve on the committee therefore it is suggested that members sign a declaration of eligibility to be a trustee.

New committee members may also find it useful to be given a members pledge. This will help them understand their role within the setting and the importance of confidentiality when dealing with important or sensitive issues regarding the setting.

*(Both are available for your use and included in the appendix of this guide)*

Three officer positions should be filled, that of a chairperson, secretary and treasurer. Members will need to be nominated for the positions, the nominations must be seconded and the members must formally agree. If there is more than one person for a position then the committee will have to vote. Minutes of this procedure must be taken. *(Please check your governing document for further advice about the allocation of officer roles)*

It is good practice to agree which other committee members will take the lead on health & safety, safeguarding, fundraising etc. Each committee member can complete a self-assessment of skills form (available within Charity Essentials publication) to help allocate roles to match individual’s skills and interests. The election of committee members must also be recorded.

It is important for new committee members to be given information and share contact details between themselves and the parents.
New Committee Members Welcome Sheet

Thank you for volunteering to join our management committee.

<table>
<thead>
<tr>
<th>Governing Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our constitution/Memorandum and Articles can be found ...............................................................</td>
</tr>
</tbody>
</table>

The group is registered with the Charities Commission / Companies House

The charity is a Charitable Incorporated Organisation (CIO) / Unincorporated organisation / Company Limited by Guarantee ( CLG )

Our Charity/Company Number is …………………………………………………………………………

<table>
<thead>
<tr>
<th>MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>We hold .......... Meetings a year.</td>
</tr>
<tr>
<td>We hold ........... open meetings a year, all parents/members are welcome</td>
</tr>
<tr>
<td>We hold an Annual General Meeting in the ................. term to which all parents are invited.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROLES AND RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The committee /directors :</td>
</tr>
<tr>
<td>• Are collectively responsible for managing the group.</td>
</tr>
<tr>
<td>• Should appoint a Chairperson, a Secretary and a Treasurer.</td>
</tr>
<tr>
<td>• Must be aware of and comply with current legislation.</td>
</tr>
<tr>
<td>• Recruit following robust, safe recruitment procedures and line-manage staff.</td>
</tr>
<tr>
<td>• Must do their best to ensure the financial stability of the group.</td>
</tr>
<tr>
<td>• Must try to recruit future members of the committee!</td>
</tr>
<tr>
<td>• Can employ an administrator or bookkeeper.</td>
</tr>
<tr>
<td>• Can have a fundraising sub group.</td>
</tr>
<tr>
<td>• To complete DBS/EY2 process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 manager 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!
The retiring officers and the newly elected officers should make arrangements for a handover period and informal meetings to take place. At these meetings the new officers are updated on the business and employment procedures & practices of the setting, any outstanding work/actions are discussed and paperwork passed on. This could include a timeline of tasks. (An example timeline copy is included as an appendix with this guide for your use).

First Actions

Notifying Ofsted of changes to the registered provider
The first task is to inform Ofsted of the change in management. Ofsted must be notified in writing of changes to the committee within 14 days of the AGM by completing an EY3 form. All committee members must complete the DBS process and EY2 form (both online) again, within 14 days of election. This is a mandatory requirement, see EYFS 3.78 (A guide for this process is included in the appendix)

Informing the Charity Commission
Is the setting registered with the Charity Commission? Registration with the Charity Commission is required for settings with an annual income which exceeds £5,000. You can register on line at www.charitycommission.gov.uk
If you are registered you must update your charity’s/company details online through their website. To do this, you need:
- A password. If you do not have one already, you can request one online.
- The registered number of your charity.

Keep your charity’s password safe at all times. For security, you can’t change it.
Updating the information entails naming your charity trustees. Some Registered Charities have the whole committee as Trustees; other groups just have the Chair, Treasurer and Secretary. It is advisable that if you are an unincorporated association all committee members are named as trustees to allow the financial liability to be distributed equally. See more at: http://www.charitycommission.gov.uk

Informing Companies House
If you are a Company Limited by Guarantee or a Limited Company you must inform Companies House of the new directors.

Signatories
Change the signatories on the bank account. A paid member of staff should not be a signatory. Cheques must be signed by two committee members (trustees); for convenience name 3 people who may be signatories. Guidance for online banking is available from the Charity Commission. Ensure robust procedures are in place to prevent individual access to charity funds.
Further actions

Notify Cambridgeshire County Council Early Years Communications Team of the change in any contact details & names to ensure information can be passed to the right people.

If the provision is a member of the Pre-school Learning Alliance, also inform the membership department at National Centre of the change in names and contact details.

All committee members must sign agreeing to abide by the rules governing trustees and the organisations confidentiality policy.

Read this document – A Committee Guide for Voluntary Managed Settings.

**Example Voluntary Managed Committee Run Organisation Structure**

- **Secretary**  
  Officer

- **Chair**  
  Officer

- **Treasurer**  
  Officer

**The Voluntary Management Committee**  
Registered Person / Charity trustees / Employers of staff and/or Directors

- **Setting Manager**  
  Person in charge of day-to-day running  
  **Level 4/foundation degree/higher degree**  
  (Min level 3)  
  First Aider  
  Designated person role  
  Child Protection 1 & 2  
  EYFS  
  Ongoing training / CPD

- **Named Deputy**  
  Min level 3  
  First Aider  
  Designated person role  
  Child Protection 1 & 2  
  EYFS  
  Ongoing training / CPD  
  **Would assume management responsibility in the absence of the manager**

- **Senior Preschool Practitioners**  
  Level 3/working towards (min level 2)  
  First Aider  
  Designated person role  
  Child Protection 1  
  EYFS  
  Ongoing training / CPD

- **Preschool Practitioners**  
  Level 2  
  Unqualified/ working towards  
  First Aid qualification  
  Child Protection 1  
  EYFS  
  Ongoing training / CPD

- **Volunteers who have no unsupervised access to children**  
  Unqualified  
  (Parent helpers, students)  
  External or in house training

- **Paid Admin Clerk/Bookkeeper**
Committee Responsibilities

Committee members can be referred to as Trustees, or Directors, if a Limited company with charitable aims (CLG), are a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution and Ofsted requirements. 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.

- You should check your governing document (The Constitution/Memorandum Articles) for information about committee membership, the roles of the trustees/directors, quorums etc.

- The committee will also need to ensure that an AGM is held every year.

- The committee has the power to create and adapt business aims and objectives for the setting, and to make policy decisions designed to assist with achieving these. If the aims and objectives have already been established, then each committee member must know what they are and understand how they are to be achieved.

- Committee members should work with the Day to Day Manager 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 ensuring robust business and employment practices are in place and followed, and that legal business and employment obligations are met. They must make sure that any actions taken consider the sustainability and viability of the setting.

- It is the committee’s responsibility to ensure the setting has adequate funds to meet financial obligations. They must ensure income meets expenditure, keep accurate financial records, budget and forecast, and effectively monitor income and expenditure. They should also aim to hold funds in reserve.

- The committee are responsible for ensuring the Safeguarding and Welfare Requirements within the Early Years Statutory Framework are met. This is enforced by Ofsted (the regulatory body). This includes safeguarding children, safe recruitment, induction, supervision and staff training and development.
The registered provider is responsible for ensuring Ofsted are notified of any change of the following (EYFS 3.77 mandatory requirement):
- in premises which may affect the space available to children and the quality of childcare available to them (e.g., expansion or reduction in space)
- in the name or address of the provider, or the provider’s other contact information (e.g., a new committee or move to new premises)
- to the person who is managing the early years provision (e.g., recruitment of a new manager)

The committee can delegate certain responsibilities related to the day to day running of the setting to staff and should allow them to undertake these delegated duties without interference. However, it is the responsibility of the committee to support and guide when required, as the committee are accountable as the registered provider.

The committee must have 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. Please note that if the charity has insurance policies through Pre-school Learning Alliance membership, this usually includes free 24/7 legal advice from LAWCALL – 01455 255205

The committee is responsible for and must hold regular supervision meetings and with the manager. They must also ensure that the manager is having regular supervision meetings with all staff. Supervision meetings should be held at least every half term and must provide support, coaching and training for the practitioner which promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages confidential discussion of sensitive issues. (EYFS 3.21/3.22 mandatory requirement)

The committee is required by Ofsted to appoint a ‘nominated individual’ who will act on behalf of the organisation in its dealings with Ofsted. This person can be the day to day manager, but they must be a member of the registered body (committee). Please note, Ofsted must be notified if a new ‘nominated person’ is appointed. Settings can appoint two additional named contacts, one of whom may be the manager of the setting, who can communicate with Ofsted on general matters relating to the setting.

The committee must ensure that organisational issues are dealt with efficiently at regular meetings and is responsible for development plans of the setting.

It is expected that the registered provider understands how to appoint appropriately qualified and suitable staff following robust safe recruitment practices.
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
- National Minimum Wage and National Living Wage
- Lease, License or Tenancy Agreements for premises
- Health and Safety (including Environmental Health)
- Insurance requirements in addition to public liability insurance, including Employers liability and Trustees indemnity insurance. Please see below link for further information: https://www.gov.uk/government/publications/charities-and-insurance-cc49/charities-and-insurance#why-a-charity-might-need-insurance---the-basic-considerations
- 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
- Charity law (if relevant)
- Companies Acts (if registered)
- Flexible working rights
- Equality and human rights
- Minimum statutory holiday entitlement
- Ban on smoking in the workplace
- Information and consultation on Employees Regulations
- Maternity/Paternity/Adoption leave
- Statutory sick pay

For further information see the Pre-school Learning Alliance publications:

Recruiting Early Years Staff (2016)
People Management in Early Years (2016)
Committee Roles

Chairperson

Job Description

- The public face of the committee, the Chairperson is expected to represent the group in an official capacity at public events and open meetings.
- Chairs 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.
- Ensures a quorum of members attend meetings so that proposals can be discussed and voted on and decisions made in accordance with the setting constitution.
- Presents a report at the AGM.
- Has an overview of the setting’s
  - Business & employment practices.
  - Responsibilities to Ofsted.
  - Financial position.
- Ensures that staff line management regularly occurs. Line management may be delegated.
- Is responsible for recruitment of staff (with support from other members & leader).
- Supports the treasurer and secretary and ensures they are managing their roles and responsibilities.
- Makes 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.
- Acts democratically and not as a dictator.

Basic Checklist for the Chairperson

<table>
<thead>
<tr>
<th>What do I need to see?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A copy of the governing document</td>
</tr>
<tr>
<td>A copy of the latest Ofsted report</td>
</tr>
<tr>
<td>Ofsted registration document</td>
</tr>
<tr>
<td>List of DBS certificate numbers and dates received (committee and staff)</td>
</tr>
<tr>
<td>The minutes of previous meetings</td>
</tr>
<tr>
<td>Copies of annual reports and annual budget</td>
</tr>
<tr>
<td>The annual accounts</td>
</tr>
<tr>
<td>Staff records/personnel files</td>
</tr>
<tr>
<td>Copies of rental or partnership agreements</td>
</tr>
<tr>
<td>Insurance certificate (public liability, trustees indemnity and employers liability)</td>
</tr>
<tr>
<td>Business plan</td>
</tr>
<tr>
<td>Operational plan</td>
</tr>
<tr>
<td>2017 Statutory Framework inc. Section 3 The safeguarding and welfare requirements</td>
</tr>
<tr>
<td>Copy of any current action plans</td>
</tr>
</tbody>
</table>
Treasurer

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

**Job Description**

- Is responsible for reporting to the committee all matters to do with the group’s finances.
- Keeps clear, accurate records of the group’s financial transactions.
- Prepares a budget and budget forecast.
- Manages the settings budget, issues bills, receipts and payment on behalf of the group.
- Manages the setting’s bank account in consultation with the rest of the committee and signs cheques on behalf of the setting, as one of two signatories.
- Presents a financial report at each committee meeting.
- Pays staff wages and volunteer expenses.
- Arranges for annual independent examination of accounts prior to AGM.
- Presents an annual financial report at the AGM.

**Basic Checklist for the Treasurer**

<table>
<thead>
<tr>
<th>What do I need to see?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The accounts/financial reports for current year</td>
</tr>
<tr>
<td>Copies of the last three years accounts</td>
</tr>
<tr>
<td>Current budget and cash flow forecast</td>
</tr>
<tr>
<td>Current receipts and payments documentation (cash book)</td>
</tr>
<tr>
<td>Bank or building society statements</td>
</tr>
<tr>
<td>Paying in book</td>
</tr>
<tr>
<td>Bank reconciliation</td>
</tr>
<tr>
<td>Digital accounts access and passcodes <em>(where applicable)</em></td>
</tr>
<tr>
<td>Photocopy of bank/building society mandates</td>
</tr>
<tr>
<td>File of paid and unpaid invoices</td>
</tr>
<tr>
<td>Payment of fees policy and benefits information</td>
</tr>
<tr>
<td>Late payment policy and procedure</td>
</tr>
<tr>
<td>List of unpaid fees (if any)</td>
</tr>
<tr>
<td>Contact details for</td>
</tr>
<tr>
<td>Independent examiner</td>
</tr>
<tr>
<td>Bank or Building Society</td>
</tr>
<tr>
<td>Early Years Funding team</td>
</tr>
<tr>
<td>Cheque signatories</td>
</tr>
<tr>
<td>Business continuity plan and procedure</td>
</tr>
<tr>
<td>Payroll information and records of payroll contracts (if any)</td>
</tr>
<tr>
<td>Financial diary (what should I expect and when should I expect it?)</td>
</tr>
<tr>
<td>Cambridgeshire County Council Funding Agreement</td>
</tr>
<tr>
<td>Milk claim information</td>
</tr>
<tr>
<td>Waiting list to prepare new budget</td>
</tr>
</tbody>
</table>
Secretary

Job Description

- Prepares the agenda for meetings with input from the chairperson, committee members and the leader/manager. Circulates to committee members.
- Attends committee meetings and any other meetings where it is required to take minutes.
- Sends and receives letters on behalf of the group and keeps a record of correspondence.
- Informs committee of dates and times of meetings.
- Informs everyone of dates and times of open and annual meetings.
- Arranges the venue for meetings and AGM.
- Co-ordinates circulation of relevant documents to committee members.
- Prepares and circulates documents for AGM.
- Some secretaries also
  - Manage the settings waiting list and arrange visits.
  - Type the changes to policies, procedures, prospectus and marketing materials.
  - Type the settings/committee newsletter.

Basic Checklist for the Secretary

<table>
<thead>
<tr>
<th>What do I need to see?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details of all staff and committee members</td>
</tr>
<tr>
<td>Group events diary</td>
</tr>
<tr>
<td>List of contact details for advisory and support agencies</td>
</tr>
<tr>
<td>Copies of past agendas, minutes and officer reports</td>
</tr>
<tr>
<td>Correspondence and details of correspondence sent and received.</td>
</tr>
<tr>
<td>AGM information - including process and forms for nomination of new committee members</td>
</tr>
<tr>
<td>Venue for meetings &amp; booking information</td>
</tr>
<tr>
<td>As you will need to circulate these, you should also be given the following documents:</td>
</tr>
<tr>
<td>Policies and procedures</td>
</tr>
<tr>
<td>Copy of the constitution</td>
</tr>
<tr>
<td>Safeguarding and Welfare Requirements</td>
</tr>
<tr>
<td>Ofsted report</td>
</tr>
<tr>
<td>Copies of general letters and newsletters sent to parent/carers</td>
</tr>
<tr>
<td>Waiting list – optional</td>
</tr>
</tbody>
</table>
Effective Meetings

General meetings
Your governing document will state the minimum number of committee meetings that you must hold in a year. It is suggested that meetings are held approximately every six weeks. An agenda should be 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 will draw up the agenda after input from the committee and staff. The secretary should record the names and therefore number of people in attendance and also record the names of those that have sent apologies.

Annual General Meetings (AGM)
The committee is elected for the coming year at the AGM. Voting can be recorded by a show of hands or by ballot. At this meeting the treasurer, chair and leader should give an annual report. The constitution will be formally adopted. *(There is an AGM Model Agenda, Checklist & Format available for your use on the Cambridgeshire Early Years Learn Together webpage)*

Open meetings
An open meeting is open to all and does not involve business discussions and decision-making, for example you might have decided to invite a speaker.

The agenda for a meeting should include:
- Date, time, place of meeting
- Apologies for absence
- Minutes of the previous meeting
- Any matters arising from these minutes
- Chairs report
- Treasurers report
- Secretary’s report on any received correspondence
- Manager’s report
- Any important items for discussion
- The date, place and time of the next meeting
- Any other business- this should be kept to a minimum
- Include clear actions and whom is responsible for carrying them out

The functions of meetings
- Receive information
- Consult members on their opinions, views and feelings
- Discuss important policy decisions
- Make and review decisions
- Plan for the future
Effective meetings:
- Have detailed agendas, sent out at least 1 week in advance
- Have agenda items in a logical order
- Have most important agenda items at the start of meeting
- Provide clear reports – information, discussion or decision
- Have time allocation for each item
- Have agreed time for meetings to end
- Have concise minutes to summarise main points
- Need people who listen
- Need a chairperson who manages the meeting

The role of committee members before a meeting
- Read agenda
- Read any relevant papers
- Think about issues to be raised from agenda items
- Put forward any matters to be raised under any other business

The role of committee members during a meeting
- Join in discussions
- Offer constructive ideas
- Listen to others
- Try to find areas of agreement
- Avoid personal attacks
- Accept decisions made by the majority

To chair a meeting effectively you must
- Keep the meeting focused
- Draw out quieter people
- Stimulate discussion
- Control the group calmly
- Recognise a potential decision
- Stop discussion when necessary
- Keep to agenda and time-frame
- Ensure information is clear and relevant
- Control discussion and ensure full participation
- Ensure organisation’s policies are applied
- Identify decisions taken and ensure they are recorded
- Ensure any actions allocated to individuals are recorded
- Keep the meeting flowing
The role of manager/named deputy at committee meetings

The purpose of committee meetings is to discuss committee business; there is not a requirement for staff to attend unless they are a member of the committee. It is, however, good practice to invite the day to day manager, or named deputy in their absence, for part of the meeting, to:

- Inform committee of activities and raise issues
- Advise committee on Early Years Foundation Stage
- Feedback items – not confidential matters

*It is good practice to pay staff if they do attend committee meetings*

A paid employee of the pre-school (e.g., the manager) may be eligible for election to the committee subject to agreeing to certain conditions and governing document guidance. To avoid conflicts of interest, this person should withdraw, then re-join the meeting once discussions affecting staffing and employment have taken place. It is advisable for the setting to adopt a conflict of interest policy and for all committee members to complete a conflict of interest declaration.

Decision making

- Ensure all committee members have read or heard all relevant information
- What choices are available and what are the constraints?
- Agreement on the aim/objective, things to consider
- How is the aim to be achieved?
- What are the steps and resources required?

Possible barriers to effective meetings

- Reason of meeting unclear – no evidence of focus
- Papers not sent out, or too late for members to read them before the meeting
- Not keeping to the agenda, or no agenda
- Long discussions with no conclusion
- Dominant individuals
- Overload of work
- Absent members – difficult for committee to function properly
- Conflict/negativity
- Rushing discussion, it is important to talk things through thoroughly
- No continuity, no follow-up – erodes effectiveness of committee

Issues for committees

- Dominant individuals
- Members who do not attend
- Not enough members
- Overload of work
- Long-standing members versus new committee members
Attracting and Keeping Committee Members

Most voluntary management committees struggle at times to recruit new members. Different approaches and ideas work for each organisation and it is always worth reviewing your recruiting procedures and trying new ideas.

Always remember that committees include parents and community members who are therefore highly motivated to ensure your organisation succeed. Being part of a committee can be satisfying and rewarding as well as equipping individuals with new skills and experience.

To keep committee members you should

- Keep all existing members informed of all matters (positive and negative)
- Recognise the good work, skills and support that members contribute
- Ensure committee roles and responsibilities are clear from the outset
- Ensure expectations are comprehensive, realistic and achievable
- Offer out of pocket expenses for travel, phone calls, stationery, etc
- Offer training to fulfil committee roles (see EY Training programme)
- Hold fun and social events to strengthen team (committee and staff)

Attracting new members

Do not leave attracting new members until a month before your AGM. Keeping a high profile of the committee is an ongoing task which should be applied at every opportunity. Existing customers and word of mouth are your greatest assets – use them!

Keep members/parents informed of all you are doing through committee newsletters. Include what you do and how the children, setting and community benefit from what you are doing; when you need help and how they can support.

Be enthusiastic when talking to potential new members. Let them know what you have personally gained from being a committee member. Highlight the benefits of becoming a committee member:

- It’s your chance to make a positive contribution to your child’s first steps towards education
- You can practically and actively get involved in your child’s development
- You will get to know the setting, routine and staff members really well
- Enhance the quality of the setting
- You will meet other parents and have opportunity to socialize and make friends
- There is an opportunity to use and update existing skills and learn new ones
- These skills and training can be used to underpin your future career path
Raise the profile of your group with marketing techniques. Below are some suggestions:

- Leaflets or flyers
- Information in other people’s brochures e.g. school, children’s centre
- Pre-school prospectus
- Pupil post via schools or parent groups
- Hold session which children and parents can attend
- Open evenings for parents to meet the staff
  (Try at the end of a session to see parents as they collect)
- Balloons, badges and stickers
- Special events
- Website, containing logo and section on the charity and management committee

**Attract and advertise beyond the organisation’s members (i.e., elect affiliate committee members)**

**You can go to**

- Statutory agencies – members who work in public service
- Commerce and Industry - many organisations have policies on staff involvement in the community – some actively encourage staff to undertake voluntary work
- Colleges and places of further and higher education – good establishments for advertising plus joining a voluntary committee may be part of a Prince’s Trust programme or a social care course
- Other local organisations/groups such as Women’s Institute, University of the Third Age, church, school (governors), over 50’s club, parish council etc

**Reasons to prevent you becoming a Trustee**

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.
## Essential Documents!

<table>
<thead>
<tr>
<th>Document</th>
<th>Where is your copy?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ofsted will expect to see the following evidence:</strong></td>
<td></td>
</tr>
<tr>
<td>DBS disclosure number logs (staff &amp; committee)</td>
<td></td>
</tr>
<tr>
<td>EY2 – individuals must register own login</td>
<td></td>
</tr>
<tr>
<td><a href="https://online.ofsted.gov.uk/OnlineOfsted">https://online.ofsted.gov.uk/OnlineOfsted</a></td>
<td></td>
</tr>
<tr>
<td>EY3 – completed by the nominated person to notify OFSTED of changes to registered provider</td>
<td></td>
</tr>
<tr>
<td>OFSTED Registration certificate</td>
<td></td>
</tr>
<tr>
<td>Safer Recruitment procedures</td>
<td></td>
</tr>
<tr>
<td>Induction information</td>
<td></td>
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<tr>
<td>Supervision information</td>
<td></td>
</tr>
<tr>
<td>Policies and Procedures (inc. Safeguarding)</td>
<td></td>
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<tr>
<td>Insurance documents</td>
<td></td>
</tr>
<tr>
<td>Up to date Ofsted Self Evaluation Form</td>
<td></td>
</tr>
<tr>
<td>Record of complaint log</td>
<td></td>
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<tr>
<td><strong>Other important documents:</strong></td>
<td></td>
</tr>
<tr>
<td>Constitution / Memorandum &amp; Articles</td>
<td></td>
</tr>
<tr>
<td>Charity/Companies House number/details</td>
<td></td>
</tr>
<tr>
<td>Lease or Licence agreement</td>
<td></td>
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<tr>
<td>Organisation Handbook</td>
<td></td>
</tr>
<tr>
<td>Organisation handover information and checklist</td>
<td></td>
</tr>
<tr>
<td>Provider Agreement / EY Funding Agreement</td>
<td></td>
</tr>
<tr>
<td>Safeguarding and Welfare Requirements April 2017</td>
<td></td>
</tr>
<tr>
<td>Employment policies and staff code of conduct</td>
<td></td>
</tr>
<tr>
<td>Statement of Terms and Conditions of employment for Staff</td>
<td></td>
</tr>
<tr>
<td>Staff Job descriptions</td>
<td></td>
</tr>
<tr>
<td>Under 5’s magazine</td>
<td></td>
</tr>
<tr>
<td>Jigsaw Magazine</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2

**DBS/EY2 Dec 17 update for Committee Members and Nominated Persons**

New Committee members or Nominated Persons are required to complete a Disclosure and Barring Service (DBS) check online **before** they can be added to an Ofsted registration. They are also strongly advised to join the online update service.


**Please note:** If you already have a DBS check through another organisation, this must be ‘Child Workforce’, Enhanced and you must be signed up to the DBS Update Service.

Instructions on how to apply for the DBS check and join the Update Service can be found at the following link: [http://ofsteddbsapplication.co.uk](http://ofsteddbsapplication.co.uk)

This portal outlines all the steps required to process your DBS application as part of your registration process with Ofsted.

---

**Step One**

Read the Role & Volunteer guidance

**Step Two**

Submit online DBS application and make payment

**Step Three**

Submit completed Identity Checking Form

**Step Four**

Register for the DBS Update Service

You must read and complete all four steps for your DBS application to be successful. If you fail to follow all four steps, this will cause a delay in your DBS application and Ofsted registration.

After reading the guidance on the site you will be asked for a ‘Capita Organisation Reference’, this is: OfstedA

You will also be asked to enter a password, this can be left blank.

Full instructions and guidance on how to apply for a check are available on the website.

You can complete this form via the Ofsted website. [https://online.ofsted.gov.uk/onlineofsted/Default.aspx](https://online.ofsted.gov.uk/onlineofsted/Default.aspx)

You must inform Ofsted within **14 days of your AGM** with a list of names and DBS applications (Statutory Framework 3.78 mandatory requirement*)

EY2 declaration and consent form has to be filled in online. This is to ensure Ofsted are provided with the necessary information to enable them to carry out their suitability checks.

**Complete EY3 form to notify Ofsted of changes within 14 days:**

https://www.gov.uk/government/publications/early-years-and-childcare-providers-ey3-changes-to-individuals

*Reference to Statutory Framework for the Early Years Foundation Stage April 2017*
Changes that must notified to Ofsted or the relevant childminder agency

3.77. All registered early years providers must notify Ofsted or the CMA with which they are registered of any change:

- in the address of the premises (and seek approval to operate from those premises where appropriate); to the premises which may affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider’s other contact information; to the person who is managing the early years provision; in the persons aged 16 years or older living or working on any domestic premises from which childminding is provided; or to the persons caring for children on any premises where childminding is provided;

- any proposal to change the hours during which childcare is provided; or to provide overnight care

- any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children

- where the early years provision is provided by a company, any change in the name or registered number of the company

- where the early years provision is provided by a charity, any change in the name or registration number of the charity

- where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'

- where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body

57 A person is not considered to be working on the premises if none of their work is done in the part of the premises in which children are cared for, or if they do not work on the premises at times when children are there.

3.78. Where providers are required to notify Ofsted or their CMA about a change of person except for managers, as specified in paragraph 3.77 above, providers must give Ofsted or their CMA the new person's name, any former names or aliases, date of birth, and home address. If there is a change of manager, providers must notify Ofsted or their CMA that a new manager has been appointed. Where it is reasonably practicable to do so, notification must be made in advance. In other cases, notification must be made as soon as is reasonably practicable, but always within 14 days. A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.
Appendix 3

Quick A –Z for Committees

A

Appraisal: A method to evaluate an employee on a yearly basis using an agreed format and procedure.

Annual General Meeting: An AGM is held every year to elect the committee and to inform the members of previous and future activities. It is an opportunity for the shareholders and partners to receive copies of the company’s accounts and asking any questions regarding the directions the business will take in the future.

Annual audited accounts: The process of examination of annual accounts of an organisation. Charities with a gross income of more than £25,000 and less than £500,000 can have accounts independently examined rather than audited.

ACAS: employment-advice-bureau.co.uk/acas  Tel: 0800 810 8765

Affiliate member: Committee member who does not have parent membership

B

Bank Statements: It is best practise to have a duplicate bank statement sent to the committee Chair.

Business Administration: The process of managing a business or non- profit organization so that it remains stable and continues to grow.

C

Charity Commission: The body with which all UK charities must be registered.
https://www.gov.uk/government/organisations/charity-commission

Companies House: Incorporate and dissolve limited companies. Register company information and make it available to the public. enquiries@companies-house.gov.uk

Constitution: The governing document of a charitable organisation

Continuous professional development: A requirement for all staff and committee to ensure you are up to date with best practise and organisational updates.

Chair of the Committee: Person elected to lead the management committee and develop and maintain an effective working relationship with staff. Ensures all decisions made are in line with policy and constitution.


COSHH: Control of Substances Hazardous to Health Regulations. These Regulations require employers to control exposure to hazardous substances to prevent ill health.  www.hse.gov.uk/coshh
DATA PROTECTION: How data is stored and accessed in accordance with the Data Protection Act 1998 https://ico.org.uk/


Day to Day Manager: Person employed by the committee to oversee the day to day running of the setting must Level 3 qualified or above and have at least two years suitable experience.

Designated Person: Statutory requirements state early years settings must have a named designated person for Child Protection present at all times, a named SENCo (Special Educational Needs Co-ordinator) and named ENCo (Equality Needs Co-ordinator). At each session, a paediatric first aider must also be present at all times.

Director: A member of the board of people that manages or oversees the affairs of a business (Company Limited by Guarantee) Can also be trustees, if a registered charity. https://www.gov.uk/running-a-limited-company


Early Years and Childcare Advisor: Local Authority early years advisor assigned to support settings within the Quality Assurance team.

EY2: All committee whom make up the registered person must complete this form as part of their suitability check with Ofsted. Must be completed online alongside the DBS check process.

EY3: Form to be completed to notify Ofsted of changes on the committee/nominated person.

EYF: Early Years Funding: An entitlement for all 3 and 4 year olds of 570 hours of free early education or childcare each year, often taken as 15 hours each week for 38 weeks of the year. Some 2-year-olds are also eligible.

EGM: Extraordinary General Meeting: a meeting of the members or shareholders of a club, company, or other organization, held at short notice, especially in order to consider a particular matter.

Fundraising: The planning and arrangement of events or activities with the aim of collecting or producing additional funds to supplement the income of a registered charity. Registered charities are accountable to the Charity Commission and must ensure charity fundraising rules are followed.

Food Standards Agency: www.food.gov.uk Tel: 0207 276 8829
Grants: A sum of money charitable organisations can apply for, from a variety of sources to finance a specific project or to assist with sustainability.

Good: Ofsted inspection judgement of the overall quality and standards of the early year’s provision, taking into account three key judgements. Meets the requirements of Early Years Foundation Stage and Learning and Development Requirements and/or Safeguarding and Welfare Requirements.

Handover: Process of transfer of information regarding roles, responsibilities and documentation from outgoing to incoming committee.

Health and Safety Executive: www.hse.gov.uk

Insurance: Protection for the organisation from claims for injury, damage to property / equipment, employment tribunal. All Early Years and Childcare providers must hold adequate insurance.

Induction: Training provided to new employees by the employer, in order to assist in adjustment to their new job tasks and to help them become familiar with their new work environment and the people working around them.

Improvement team: A team of Early Years advisors to support settings judged by Ofsted as Required to Improve or Inadequate to make rapid progress to good. This team also support settings at risk of closure or with a safeguarding concern.

ICO: Information Commissioners Office www.ico.gov.uk Tel: 0303 123 1113

Inadequate: Ofsted inspection judgement of the overall quality and standards of the early years provision, taking into account three key judgements. This outcome highlights the setting are not meeting the requirements set out in the Early Years Foundation Stage Learning and Development Requirements and/or Safeguarding and Welfare Requirements.

Incorporated: A registered charity/company with limited personal liability for the decisions and financial affairs of the organisation.

Jargon: Don’t be put off or intimidated by council jargon. If you are not sure or, don’t understand the jargon then ask, or question the advisor to check your understanding.

Key Person: The named member of staff with whom a child has more contact than other adults. This adult shows a special interest in the child through close personal interaction ‘day to day’ and should be assigned to the child on their entry to the Early Years and Childcare provision.

Liability: Trustee’s legal and financial responsibility for the affairs of the organisation.

Law call: Free 24/7 legal advice helpline available to Pre-school Learning Alliance members. Tel: 01455 255205

Lease: A legal agreement between landlord and tenant for use of the premises. Lease agreements should specify rent, times of use, length of notice and conditions of use.
Minutes: A record of factual information of issues discussed, decisions taken and actions agreed. Records should include present and apologies, date and time of the meeting and agreed expenditure.

Memorandum and Articles of association: A company’s articles of association is a document which, along with the memorandum of association form the company’s constitution.

Nominated Person: A person whom has been selected by the group as the point of contact for Ofsted, generally the Chair or Manager. Must be a member of the governing body (committee).

Named Deputy: The person named, whom in the provider’s judgement is capable and qualified to take charge of the setting in the absence of the manager.

Ofsted: The regulatory body responsible for the inspection of early years, educational and childcare provision.
Tel: 0300 1231231 enquiries@ofsted.gov.uk

Operational Plan: A working file of key information, documentation and instruction as to the operations of the organisation.

Outstanding: Ofsted inspection judgement of the overall quality and standards of the early years provision, taking into account three key judgements. Meets over and above the requirements of Early Years Foundation Stage and Learning and Development Requirements and/or Safeguarding and Welfare Requirements.

Out of School Learning Alliance: The Out of School Alliance (OOSA) provides information and support to individuals and organisations setting up and running out of school clubs. www.outofschoolalliance.co.uk

Pre-school Learning Alliance: An early years membership organisation providing support, information, advice, training and publications to its members. The Alliance also actively campaign on behalf of the Early Years and Childcare sector to positively influence policy and practice. www.pre-school.org.uk

Policies and Procedures: Essential documents which outline processes and protocols which must be followed with regards to safeguarding, early years and childcare practice and staff employment, to ensure compliance with the EYFS Framework and employment legislation.

Probation period: A process of assessment of a new employee’s progress in key areas, setting objectives and identifying issues and training needs, highlighted by the assessment process.

Parent Membership: Parents of children attending the early years and childcare provision.
Qualifications: In early year’s settings, the manager must hold a full and relevant level 3 qualification and 50% of the rest of staff must hold at least a level 2 qualification. It is a statutory requirement for staff to continue their professional development as practitioners.

Quorum: The number of committee members needed to attend a meeting and vote.

Reserves: A sum of money ring-fenced for use as a contingency to cover emergencies e.g., closure costs and redundancy. This sum is recommended to amount to at least 3 months running costs.

Registered Person: The individual or group of people (e.g., committee) or a formal organisation (e.g., limited company) whose name appears on the Early Years or Childcare Register(s). Responsible for providing childcare and legally responsible for ensuring that the place where they provide childcare, and everyone who cares for children, meets the requirements of the Early Years Register or Childcare Register.

Risk Assessment: An evaluation of hazards and any risks posed to users of the setting to ensure the environment, furniture, equipment and toys are safe and suitable for purpose.

Ratios: The number of suitably qualified staff required to care for children to ensure they are adequately supervised at all times.

Required to improve: Ofsted inspection judgement of the overall quality and standards of the early years provision, taking into account three key judgements. This outcome highlights the setting are not yet delivering good-quality practice as set out in the Early Years Foundation Stage Learning and Development Requirements and/or Safeguarding and Welfare Requirements.

Statutory Framework: A Framework which sets out the standards for Early Years development, learning and welfare from birth to five years of age.

Supervisions: Regular meetings between staff and their line manager to provide support, coaching and training for practitioners which promotes the interests of children.

Suitable Person: A process of checks into individual’s history to ensure all persons involved in providing childcare and working in childcare are suitable to fulfil the requirements of their roles. Includes identity and criminal records check.

Safeguarding and Welfare requirements: Legislation within the Early Years Framework which sets out the legal requirements to ensure providers create high quality settings whereby children are healthy, safe and secure and their individual needs are met.

Secretary: Person elected to undertake the effective administration of the committee. Responsible for writing correspondence, preparation of agendas and minute taking.
Training: Workshops and courses designed to educate staff and committee, to inform their roles and responsibilities, including induction training, early years qualifications and designated person training. Staff training needs should be identified through regular supervision to assist them to meet the needs of the children.

Treasurer: Person elected to maintain an overview of the financial affairs of the setting, keep appropriate financial records of transactions and ensure committee are kept informed of the financial status of the organisation.

Trustee: Individuals who take decisions at the governing body of the charity, responsible for compliance with the organisation’s governing document and Charity Law. [https://www.gov.uk/guidance/charity-trustee-whats-involved](https://www.gov.uk/guidance/charity-trustee-whats-involved)

Unincorporated: A registered charity whereby all trustees are equally and personally liable for the decisions and financial affairs of the organisation. [https://www.gov.uk/government/organisations/charity-commission](https://www.gov.uk/government/organisations/charity-commission)

Vice Chair: Person elected to support the Chair in their duties to lead the management committee and develop and maintain an effective working relationship with staff. Ensures all decisions made are in line with policy and constitution.

Working together: Good communication and equally sharing the workload is key to a successfully run voluntary managed setting.

Year end: A process of accumulating a full trading year of income and expenditure accounts to show turnover, profit and loss.
### Appendix 4

**Example Committee Calendar of Events**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date (insert as applicable)</th>
<th>Action</th>
<th>Whom Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td></td>
<td>Academic &amp; Accounts year end</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Liability/Employers Liability Insurance due</td>
<td>Chair/Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Autumn Term Commences – invoices to parents</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounts to be closed and examined from previous year</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervision meetings</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committee Meeting – budget review for year ahead and AGM planning</td>
<td>Committee</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>AGM - New committee appointed</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DBS checks and EY2 forms to be completed for new committee members</td>
<td>Chair/Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(within 14 days of AGM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EY3 form completed to inform Ofsted of changes to registered provider</td>
<td>Nominated Person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(inc. changes to nominated person)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Half Term Holiday – invoices to parents</td>
<td>Treasurer</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td>Committee handover meetings</td>
<td>Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Committee Meeting</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appointment of Banker Mandate Form to be completed - signatories</td>
<td>Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend Roles and Responsibilities of the Registered Provider training</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– see training brochure</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervision meetings</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christmas fundraiser</td>
<td>Fundraising Team</td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>Christmas Production and party</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff / Committee Team building</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Autumn Term</td>
<td>-</td>
</tr>
<tr>
<td>January</td>
<td></td>
<td>Spring Term Commences – invoices to parents</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Half termly Supervision meetings</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committee Meeting</td>
<td>Committee</td>
</tr>
<tr>
<td>February</td>
<td></td>
<td>Half Term Holiday – invoices to parents</td>
<td>Treasurer</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td>Supervision meetings</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committee Meeting</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fundraising event</td>
<td>Fundraising Team</td>
</tr>
<tr>
<td>April</td>
<td></td>
<td>Annual Return due to HMR&amp;C/End of tax year</td>
<td>Treasurer/Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Spring term - Easter</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Term Commences – invoices to parents</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>
## Supervision meetings

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Supervision meetings</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td></td>
<td>Committee Meeting</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td>Whitsun Half Term Holiday – invoices to parents</td>
<td>Treasurer</td>
</tr>
<tr>
<td>June</td>
<td>Transition to Primary School begins</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>Annual Summer Trip (if applicable)</td>
<td>Staff/Committee</td>
</tr>
<tr>
<td></td>
<td>Supervision meetings</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td>July</td>
<td>Deadline for Annual Accounts Submission to Charity Commission</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td>Staff Appraisals (if applicable)</td>
<td>Chair/Manager/Staff</td>
</tr>
<tr>
<td></td>
<td>Committee Meeting</td>
<td>Committee</td>
</tr>
<tr>
<td></td>
<td>Staff Pay Review Meeting (if applicable)</td>
<td>Treasurer/Committee</td>
</tr>
<tr>
<td></td>
<td>End of Year Party/Leavers Party/Graduation Ceremony</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>Summer Term Closes</td>
<td>-</td>
</tr>
<tr>
<td>August</td>
<td>Staff Holiday Pay</td>
<td>Treasurer/Bursar</td>
</tr>
<tr>
<td></td>
<td>Set budget for next year</td>
<td>Treasurer/committee</td>
</tr>
</tbody>
</table>

The above is just an example of events and your setting dates/events will vary. Use this document as a guide to set your own events calendar to add to your operational plan to ensure important actions like insurance renewal, independent examination of accounts, AGM, committee meetings, supervisions are never missed.
Appendix 5

[Name of charity]’s self-nomination and declaration form for election as a trustee

Registered charity number [charity number]

Nominee details

Name: __________________________________________
Address: _________________________________________
Telephone: __________________________ Email: __________________________

1. I wish to be elected as a trustee ☐
2. I would also be interested in nominating myself for one of the following roles:
   Chair ☐ Treasurer ☐ Secretary ☐ (you may tick more than one)

If you would like to include a brief statement about yourself and why you would like to be elected as a trustee, please do so below:

________________________________________________________________________

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 16 years or over (for charitable companies and CIOs).
- 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.
- 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: __________________________

Please return this form by [date] to the secretary of the charity at: [address of the charity]
Appendix 6

Committee Member’s Pledge - EXAMPLE

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/Club 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/Club.

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) ____________________________________________________________ Date____________________

Signature: ____________________________________________________________________________ Date____________________

Witness Name: (print) ________________________________________________________________ Date____________________
Unincorporated Constitutions
a Pre-school Learning Alliance **myth buster**

All registered charities must adhere to a governing document, which for unincorporated associations is called a constitution, which requires approval of the Charity Commission. Alliance member settings have the ability to adopt an Alliance model constitution written specifically for early years provision. It is also pre-approved by the Charity Commission, enabling fast track registration. We appreciate how complex and unclear governing documents can be, and hope this myth buster clears up any confusion over common misconceptions.

**Myth: Alliance members must follow the model constitution**
Membership of the Alliance is open to all types of settings, organisations and individuals. Settings do not have to follow an Alliance constitution, but if they choose to, they must hold membership with the Alliance.

**Myth: Changes cannot be made to a constitution**
The Alliance will allow certain changes to a constitution, which is in line with the Charities Act 2011 and supports the aims of the individual charity. Charities simply need to contact the Alliance Information Service team for approval.

**Myth: Committee members are not trustees**
There is no difference between a ‘committee member’ and a ‘trustee’. Whilst charities can call on volunteers to help out, with occasional fundraising activities for instance, all committee members must register themselves as trustees.

**Myth: A minimum of five trustees is required**
The Alliance will approve requests from member charities who wish to reduce the minimum of trustees from five to three; once agreement has been reached at a general meeting of the charity.

**Myth: Trustees must be parents of children attending the setting**
Only 60% of the trustees must ‘at the time of election’ be parents of children who attend the setting. The remaining 40% can be other individuals or organisations who are interested in supporting the aims of the charity.

**Myth: Related individuals cannot be trustees**
Each family of a child attending the setting counts as one member, therefore, one family member could be elected as a trustee through their family membership. For another individual from the same family to stand for election, they can be invited by the committee to become an affiliate member. Conflicts of interest may arise under such circumstances, so it is advisable for no more than one of the individuals to undertake an officer role and for one individual to abstain from any controversial votes.

**Myth: Without a chair, treasurer or secretary, settings must close**
Settings should always aim to have all officer positions filled. But when this isn’t possible, the charity can remain open whilst recruitment activities take place, and the remaining trustees undertake any important duties.
Myth: General meeting must be called to replace trustees
Charities must call an Annual General Meeting, partly for trustees to stand down and be newly or re-elected. In-between AGMs, trustees can be replaced with interested family or affiliate members until the next AGM.

Myth: Trustees must stand down after six years
The Alliance is able to approve the amendment of the constitution to allow trustees to remain in post for up to fourteen years, if it is in the charity’s best interests.

Myth: Only trustees should attend general meetings
General meetings must be open to all members of the charity including trustees, e.g. parents and other interested individuals who have affiliate membership.

Myth: Staff cannot attend committee meetings
Staff have no right to attend committee meetings, as they should generally only be open to trustees. However, it is useful to invite key staff occasionally to a specific section of a committee meeting so that staff can feed into key policy decisions.

Myth: Charities must re-register with Ofsted if their constitution changes
Constitutions for unincorporated associations only need to be registered with the Charity Commission. You only need to re-register with Ofsted if you change your legal structure e.g. from an unincorporated association to a charitable incorporated organisation.

Myth: Setting managers can no longer be the nominated person with Ofsted
Setting managers can be the nominated person, however, Ofsted requires that they are also a member of the governing body, i.e. a charity trustee. This is only possible where the charity is running to a constitution which allows this, such as the Alliance model constitution 2011. Contact the Alliance Information Service team for more details.

Myth: Upon closing all remaining funds and equipment must be sent to the Alliance
All charities, whether running to an Alliance constitution or not, must ensure their assets are transferred to a charity with similar aims. For Alliance constituted settings, whilst the decision to dissolve the charity is for the members (largely parents) to make, the trustees can decide on which like-minded charity to transfer their assets on to. Where a charity cannot be identified, the trustees can choose to transfer assets to the Alliance, who will ensure they are distributed according to the Charities Act.

Myth: Charity assets can be transferred to a Charitable Incorporated Company (CIC)
CICs are not charities, and therefore cannot receive assets from a charity. For charities interested in incorporated status, the Charitable Incorporated Organisation (CIO) structure is suitable and can have the charity’s assets transferred to it.

Further information
Charity Essentials (Pre-school Learning Alliance 2011)
To order Alliance publications, visit www.pre-school.org.uk/shop or phone 0300 330 0996.
Resources for charities can be found at the Alliance Members’ Area: www.pre-school.org.uk/members-area

For further advice, please contact:
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