

# Make a Difference to Your Child's Pre-School Experience!

Much of what we do as a committee is fun and very rewarding. The Piglets children benefit hugely from our efforts and fundraising. Ventures such as becoming an accredited Forest School and getting other new exciting ideas off the ground could not happen without the combined ideas, time, commitment and dedication of the staff and committee. Your ideas and input count and it's the children that benefit.

Many parents don't realise just how vital their input is and how essential it is to have an active committee. We value your contribution; without parents joining the committee, we cannot legally operate and provide a places for local children.

## Find Out More

If you'd like to find out more about becoming a committee member or a Friend of Piglets, please speak to the Manager or any of the existing committee members.

- **Chair:** Laura Travis ([chair@pigletspreschool.org.uk](mailto:chair@pigletspreschool.org.uk))
- **Treasurer:** David Moore ([treasurer@pigletspreschool.org.uk](mailto:treasurer@pigletspreschool.org.uk))
- **Secretary:** Claire Greenhow ([secretary@pigletspreschool.org.uk](mailto:secretary@pigletspreschool.org.uk))
- **Committee Members:** Clare Moore; Janet Bowen; Elexa Booth; Julie Rose ([committee@pigletspreschool.org.uk](mailto:committee@pigletspreschool.org.uk))
- **Manager :** **Suzanne Worrall** ([manager@pigletspreschool.org.uk](mailto:manager@pigletspreschool.org.uk))

Not only is being part of the committee a truly vital role, it will present you with the opportunity to see how a pre-school is run and to have a genuine impact on your child's early year's education. Help us to attain an 'outstanding' Ofsted rating.

## Sign Up Requirements

Energy, ideas, commitment, skills, experience. All committee members will need to have a DBS check and complete an EY2 form which registers you with Ofsted. We will assist you with this process. *To sign up, email: [chair@pigletspreschool.org.uk](mailto:chair@pigletspreschool.org.uk)*



## Joining the Pre-school Committee

Piglets Pre-school is a registered charity that needs the help of parents to run effectively.

Registered Charity: 291000 | Ofsted URN: 221745

### **How can Parents Help a Charity-Run Pre-School?**

The pre-school is a registered charity and cannot operate without the input and support of parents to ensure we are fulfilling expectations whilst meeting our legal and educational obligations. To do this, we need more parents to take an active role in the pre-school, to voice their opinions and drive forward improvements. For the pre-school to operate, at least 60% of the committee needs to be made up from parents of children currently attending the pre-school. We need YOU!

### **What Does the Committee do?**

The committee has a broad remit and works with the pre-school staff members to provide the children with a safe and secure setting that fosters their learning and development potential. The staff, led by the pre-school manager take care of day-to-day childcare and learning journeys to ensure all children meet the EYFS criteria.

The committee look after the management of the pre-school to ensure the setting operates legally. We are responsible for key tasks, such as budget control, staffing, fundraising, legislation, marketing and publicity, setting policies, health and safety, maintenance, purchasing, and general administration of the pre-school.

### **How Much Commitment is Needed?**

Our constitution states we need a minimum of 5 people on the Piglets committee to operate, including the 3 officer roles. We can have a maximum of 12 people on the committee and the more of us there are, the less work there is to do. Whilst the officer roles are more involved, less commitment is needed from general members and it is a great way to share your skills or learn new ones. You can determine how much input you have. All we ask is that you attend our half termly meetings and help us with our administration and fundraising efforts.

### **Will you Become a 'Friend of Piglets?'**

If you'd like to help in a non-elected capacity and don't necessarily want to be a formal committee member, you could be a 'Friend of Piglets'. Please contact the Chair or Manager to register your interest.

### **What Skills do You Need?**

All sorts of skills are needed to run a pre-school effectively. It is a great opportunity for you to learn new skills, to share your experience and expertise, and to get to know other people dedicated to making a difference.

### **How Does it Work?**

Usually, a parent will join the committee for a minimum of a year, though many choose to stay on longer. In June, we hold our AGM where parent volunteers are asked to put themselves forward to join the committee. The committee requires at least 5 members and a maximum of 12 to operate so your involvement is essential.

### **Key Committee Roles**

#### *Chairperson*

The Chairperson is the key contact for the committee, staff, parents and external bodies. They support the pre-school Manager and co-ordinate the committee to ensure the effective operation of the setting. They run meetings, liaise with staff and authorise the work of the Treasurer.

#### *Treasurer*

The Treasurer keeps financial records, controls the bank account, prepares reports, controls budgets, takes care of financial planning and submits accounts to the Charities Commission and in time for the AGM.

#### *Secretary*

The Secretary supports the Chairperson, organises meetings and agendas, takes minutes, handles all correspondence and administration, and organises AGMs.

#### *Other Roles*

The committee also need people who can assist with marketing, health and safety, safeguarding, HR, IT, fundraising, policy setting, social media and website, etc.

### **Why Volunteer?**

- Meet new people
- Learn new skills
- Share your expertise and experience, time and ideas
- Have a say in how your child's pre-school is run

### **The Benefits of Volunteering**

Research shows there are clear benefits for children when their parents become involved in their learning and development. It is also a great opportunity for self-development and has long-term benefits, such as enhancing your CV.