

# Committee

As a registered charity, Pilton Pre-school needs to meet certain requirements set out by the Charity Commission and Early Years Alliance. In order to legally operate, the Pre-school needs to have a set of volunteers to make up the Committee who will be the legal registered body.

Although the Pre-school has a fully qualified staff team to run the setting, overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school, the Committee members are also the charity trustees of the Pre-school.

Volunteering to be a trustee (committee member) 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 the opportunity to become more actively and 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.

## Have I got the skills...?

A committee needs many different sorts of people to make it run successfully and all skills will be useful. Of course, enthusiasm is a must. The committee plays a vital role in supporting the Manager and staff to run the Pre-school. The staff team will take care of all of the day to day work within the Pre-school and the care of the children. Behind the scenes, the committee support the Manager overseeing the business operations.

The general committee provide a support role. You would be expected to...

- Attend committee meetings to discuss Pre-school developments, enhancement projects, staffing needs or support such as training.
- Review and agree policies written by the Manager
- Help with fundraising - thinking of and planning events, organising resources, making bookings, getting more people to help, advertising events, finding raffle prizes, setting up and packing down events
- Promote the group through joining in with community events, helping with advertising etc
- Discuss Ofsted reports and relevant audits, helping the staff team when needed to make improvements to the pre-school
- Helping out at special days in the setting through the year such as the Nativity, Sports day etc
- Create a welcoming atmosphere for all families and share with them benefits of joining the committee

***The happiest committees are those where the work load is shared.***

For full information please see the PLA 2011 Model + Constitution and visit the Pre-school Learning Alliance website <https://www.pre-school.org.uk/>

## Committee Structure

**Officers** – Management team, must be at least 3 people who are voted on for one year at the AGM. The Officers work as a team sharing out the jobs, and hold a level of responsibility.

- Chair (sometimes also a Vice-Chair)
- Secretary (sometimes also a Fundraising Secretary)
- Treasurer

### **General Members**

Between 2 and 9 parents, family or affiliate members who have voting rights. Voted on at the AGM or at Special Meetings called in the year.

### **Co-opted Members**

Up to 3 people, sometimes those without children at the Pre-school who are enlisted for their expertise in certain areas.

If the thought of committing yourself to signing up formally to the committee is too much, but you would like to help out in some way, the Pre-school also needs willing volunteers to join the POPP group (Pals of Pilton Pre-school). We are always looking for parents and family members who can offer their time to help out just at the events or with odd jobs around the Pre-school so if you can offer any level of support, please let us know!

### **Pilton Pre-school has the following Committee:**

- **CHAIRPERSON** – Joy James
- **VICE CHAIRPERSON** – Sophie Kenny-Levick
- **TREASURER** – Jason Turner
- **SECRETARY** – Polly Macey
- **COMMITTEE MEMBER** – Simon Rushton
- **AFFILIATE COMMITTEE MEMBER** – Hannah Johnson
- **AFFILIATE COMMITTEE MEMBER** – Teresa England

**Our Nominated Individual is Hannah Johnson.**

**Our named committee representative for Child Protection and Safeguarding is Joy James**

*Of course, if you would like to volunteer your services in any other way you would be more than welcome. We are always looking for people to share their skills and trades with the children, to help out with gardening or decorating, to make or mend resources for the preschool and to help out at busy events and days. If you would like any information about any of the above, please get in touch.*

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