

Roles and Responsibilities Voluntary Management Committee

The role of the Voluntary Management Committee is an important one. They are the employing body and have overall legal responsibility for the provision, and they therefore have decision making powers. The committee is the registered body with Ofsted and is therefore responsible for ensuring that all of the requirements under the EYFS (Early Years Foundation Stage) are appropriately met.

Individual committee members are responsible for ensuring that they are fully aware and have a good understanding of their individual and collective roles and responsibilities.

The committee is made up of 5 or more committee members in line with the groups constitution. The management committee is made up with usually 3 honorary members that are elected at the AGM (Annual General Meeting) or at a SGM (Special General Meeting). These members are the Chair (some groups have a vice chair), Treasurer and Secretary.

In order for there to be a committee meeting, a minimum of five people must be present, as advised within the groups governing document –The Constitution.

It is recommended that committee meetings take place once a month, to ensure effective communication and smooth running of the childcare provision.

The work of the Management Committee is shared among its members. All members are jointly responsible for all decision making, where there is a split vote the Chair has the casting vote. Members of the committee will arrange for the following work to be done:

- Working with the staff the committee must ensure that the requirements of their Ofsted registration and the EYFS are fully met.
- To ensure the childcare provision is operationally effective within legislative guidelines, for example; Employment Law, Health and Safety requirements, Equality and Safeguarding.
- The business must be supported by a full set of policies and procedures in accordance with the EYFS. These are working documents and must be reviewed on an annual basis with committee support. Policy changes may have to take place within the yearly cycle of review to ensure they are in line with current guidance and legislative changes.
- The committee is responsible of the recruitment and selection of appropriately qualified and suitable staff, in line with the settings recruitment procedure. This will involve undertaking enhanced CRB disclosures for all new staff and committee members and checking that individuals are listed on the ISA register (Independent Safeguarding Authority). (See paragraph below on more information around CRB checking).
- It is the Committee's responsibility to ensure that Ofsted are **immediately** notified of any changes in Committee, Management/Supervisor, significant changes to the premises and any allegations of abuse. This can be done by a telephone call and **must** be followed up in writing within 14 days. Failure to do so constitutes a breach of EYFS requirements. It is recommended that the committee keep copies and send any

correspondence to Ofsted by recorded post.

- Making sure the childcare environment is a safe place to be, both for children and adults, supporting with health and safety legislation, for example, ensuring risk assessments are in place and reviewed on a regular basis. With staff, making regular checks on the accident and incident record.
- Committee and staff must make regular checks on the accident and incident record. To monitor and identify any risk 'trends' that may need to be addressed.
- The committee is responsible for ensuring that the appropriate insurances are in place.
- The committee must undertake an annual appraisal of the childcare manager/supervisor. Also to support the appraisal of other staff as appropriate.
- The committee is responsible for communicating decisions and activities to all stakeholders (Landlord, Staff, Parents/Carers, Children and any other Service Users). This can take the form of letters, newsletters or information on notice boards.
- The committee should be guided by the staff in the purchase of resources for the provision.
- Administer the waiting list in accordance with the group's admissions policy.
- Fundraising and promotion of the service
(A person could be nominated to co-ordinate fundraising activities)
- Ensuring that Child and Staff records are kept up to date and stored securely.

The Committee is responsible for ensuring that all staff and volunteers working within the setting are CRB checked. The committee will need to register with one of the following CRB agencies to carry out the CRB checks on the group's behalf:

- Nestor 08456 021759 www.criminalrecordsagency.co.uk
- Capita 08708 502516 www.capitarvs.co.uk
- TMG 01159 694606 www.tmgcrb.co.uk

Ofsted will undertake the CRB checking process for all the committee members as well as the manager/supervisor of the setting.

ALL committee members need to be known to, and CRB checked by, Ofsted, for the childcare setting, regardless of whether they have a current CRB elsewhere. **(CRB's are not transferable)**

The Honorary Members

At the Annual General Meeting in addition to electing the committee, the members elect three officers to be responsible for particular areas of work.

The role of the Chairperson

- The chairperson is the public face of the elected committee, representing the group where necessary at public events and sometimes at meetings of other organisations.
- In rare cases, some emergency will occur between meetings, which will require immediate response. In this case the responsibility rests with the chairperson, who should consult as many committee members as possible, by personal contact or by telephone, before making an interim decision. This will be reported to the committee at the next meeting.
- The chairperson takes charge of open meetings and of committee meetings. This does not mean that the committee is there to do what the chairperson wants. It means that the chairperson has the difficult and important task of seeing that meetings are effective, kept to time and the agenda fully covered, that decisions are taken and implemented in a way that reflects the needs and wishes of the group members and makes the best use of skills and talents available. The Chair has the casting vote of any decisions that need to be made at meetings.
- The Chair is usually the 'nominated person' for the committee (Ofsted requirement).
- The Chair needs to ensure that committee members and staff have clearly identified roles and responsibilities.
- The chair is usually the line manager of the person in charge (Manager/supervisor).
- The chairperson must support and authorize the work of the treasurer. This includes counter-signing all cheques and also checking at regular intervals (at least monthly) that the amounts of money banked correspond with the amounts signed for on original documents such as receipts and the fees book. The treasurer's job is a time consuming and unglamorous one and it is up to the chairperson to provide as much support as possible. **The Chair should also receive a copy of all bank statements.**

The role of the Vice Chairperson

- A Vice Chairperson may also be elected to support any work undertaken by the Chairperson.
- In the absence of the chair person the vice chair will fulfill the Chair duties as above.

The role of the Secretary

The secretary deals with the group's official paperwork except for keeping accounts.

The work includes:

- Writing and receiving letters for the group and keeping records of all correspondence.
- In consultation with the chairperson, drawing up and circulating an agenda before meetings.
- Ensuring that everyone knows in good time about the date, time and place of committee meetings and general meetings.
- Keeping proper records (minutes) of meetings, and ensuring agendas and previous minutes are circulated ahead of meetings.
- Keeping lists of contacts up-to-date.

- Arranging the venues for meetings.

The secretary can delegate some of this work if necessary. Some groups for example have a separate minute taker.

In some groups it is the secretary who holds the waiting list and in consultation with the group leader informs families of places available.

The Secretary may support the day to day manager with any administrative duties.

The role of the Treasurer

The committee as a whole is responsible for making financial decisions but the Treasurer is the one who keeps the records of all the group's financial transactions. They will work closely with, and be supported by, officers (Chair/Secretary) and delegated staff (Manager/Administrator) regarding income and expenditure.

The Treasurer can also delegate some of the work to a paid book-keeper or administrator. **However**, if the committee decides to employ a paid person they must ensure that there is also a voluntary treasurer as stated in their constitution.

- The Treasurer must understand the importance of financial procedures and controls.
- Guiding and advising the committee on approval of budgets and accounts and inform on the financial implications of the business plan and budget.
- Keeping the committee informed of their financial responsibility through treasurer reports.
- Preparing Wages and salaries, for payment with regard to PAYE and National Insurance etc. Keeping income tax records. (This can be delegated to a payroll service or a paid administrator).
- The Treasurer must ensure that EYEE (Early Years Education Entitlement) claim forms and grant administration are correct.
- Open/maintain the group's bank account, updating the list of signatories as necessary. It is good practice to have 3 bank signatories. All of these must be volunteer committee members, unless stated differently in the groups constitution.
- Arrange for the collection of fees, signing the fee book in the presence of the group leader and ensure that all money from fees and other sources such as fundraising events is signed for. This goes to the bank as quickly as possible, and is properly entered in the Accounts book.
- Being responsible for the setting's chequebook and ensuring that all legitimate bills are paid promptly and properly entered in the accounts book.
- Administer a petty cash account, in which a committee member other than the treasurer authorizes all withdrawals.
- Raise invoices as appropriate and maintain credit control.
- Ensuring the accounts are audited as appropriate and an annual return is sent to the charity commission. (This can now be done on line)
- On receiving each bank statement, ensure that all entries also appear in the accounts book. Successful bank reconciliation is formal confirmation of this. **Duplicate statements must go to the chair.**
- Present a receipts and payment account for the year to date at each committee meeting, using the same headings as in the accounts book and an annual report at the AGM.

- Present the latest Accounts book balance at each committee meeting, and the likely overall movement in the coming term, recommending any financial action necessary.
- Support of other committee members in applying for additional funding to ensure sustainability and to develop the service that is being offered to the community. The Treasurer will need to provide any relevant financial information to support such applications and will have to report to any funders following successful awards.
- Prepare cash flow forecasts and budget monitoring reports.
- Claim milk refunds
- Ensure committee expenses are paid.

The role of all other committee members

The rest of the work is shared between the other committee members. In addition to being jointly responsible for all decision making, members of the committee will arrange for the following work to be done;

- Make a commitment to attend regular committee meetings and appropriately support the setting.
- Take responsibility for maintaining a full understanding of committee roles and responsibilities.
- Keeping the whole group informed of the committee decisions and activities via letters, newsletters and notice boards to parents & carers.
- Administering a waiting list according to the setting's policy
- Fundraising
- Buying equipment or looking for funding to buy equipment for the setting, in consultation with staff.
- Ensuring that registration and inspection requirements are met, in consultation with the staff.
- Ensuring that the EYFS requirements are met.
- Arranging the setting's insurance and maintaining an inventory (keeping a copy separate from the setting in case of fire).
- Making sure the environment is safe for children and adults with staff, making regular check on the accident and incident records, conducting risk assessment and ensuring that Health & Safety standards are met.
- Making sure and all policies and procedures are reviewed annually and new ones introduced in accordance with any legislative changes.
- Recruitment and induction of staff.
- Assist the setting manager/supervisor with staff appraisals
- Representing the setting as and when required