

# **Committee guide for voluntary managed childcare settings**

Early Years and Childcare Service

Reviewed March 2024

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.

## Contents

- The new committee
  - New committee welcome sheet
  - Notifying Ofsted of changes to the registered provider
  - Informing the Charity Commission
  - Informing Companies House
  - Signatories
  - Further actions
- Committee responsibilities
  - Requirements of Ofsted
  - Legal Obligations
- Committee roles
  - Chairperson job description
  - Treasurer job description
  - Secretary job description
  - Sub committees
- Effective meetings
  - General committee meetings
  - Annual General Meetings (AGM)
  - Open meetings
  - The function of meetings
  - How to ensure committee meetings are effective
  - Preparing for the meeting
  - What happens during the meeting
  - What happens after the meeting
- Attracting and keeping Committee members
- Appendices

## 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 member's 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.

*(Copies of both a declaration of eligibility and a committee members pledge are available at [Committee Info \(Pre- Schools\) – Suffolk Learning](#))*

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.

It is good practice to agree which other committee members will take the lead on health & safety, safeguarding, fundraising etc. 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.

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/calendar of tasks and events.

*(An example Committee Calendar of Events is included as an appendix with this guide for your use).*

## Notifying Ofsted of changes to the registered provider

The first task is to inform Ofsted of the change in management. Ofsted must be notified by of changes to the committee by the nominated individual within 14 days of the AGM by. All committee members must complete the DBS process followed by an EY2 form (both online) again, within 14 days of election. This is a mandatory requirement, see EYFS paragraph 3.87. Further guidance on the process of notifying Ofsted of changes can be found at: [Report changes to registered people in your nursery or other daycare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare)

## 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 online at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

If you are registered, you must update your charity's 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 Company House

If you are a Company Limited by Guarantee or a Limited Company, you must inform Company 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 Suffolk County Council of any changes to contact details & names to ensure information can be passed to the right people. You can do this by emailing: [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk)

If the provision is a member of the Early Years Alliance (formally 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.

## Committee Responsibilities

A committee (members can be referred to as Trustees) is 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.

The committee should consist of 3 Officers (Chair, Treasurer and Secretary) plus general committee members. Roles can be allocated for safeguarding, health and safety, marketing, premises and fundraising etc.

If using the Early Years Alliance (formally Pre-School Learning Alliance) model constitution 2011, the committee can have a minimum of 5 and a maximum of 12 members (including officers). Please note that 60% of committee members should be parents unless special arrangements are made through the Alliance National Centre. Please check your own governing document for this information.

A Committee will usually meet not less than six times a year and when making decisions has to meet its quorum (this refers to the minimum number of committee members needed at a meeting and take a vote – if using the Pre-School Learning Alliance model constitution 2011, this is not less than half of the total committee including any two of the officers). Again, check your governing document for this information. 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.

Each individual on the committee is considered the registered person. The committee are therefore 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, safer 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 3.78 and 3.79 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 committee are members of the Early Years Alliance (formally Pre-school Learning Alliance), this includes free 24/7 legal advice from LAWCALL.

The committee is responsible for and must hold regular supervision meetings 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 3.22/3.23 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 governing body (committee). Staff can be elected onto the committee if using the Early Years Alliance (formally Pre-School Learning Alliance) model constitution 2011. Please note, Ofsted must be notified if a new 'nominated person' is appointed.

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 safer recruitment practices.

Reviewed March 2024

## Legal Obligations

Statutory and common law obligations 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. This includes:

- 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:*  
[Charities and insurance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 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
- Ensure all records are kept in line with your GDPR requirements, your governance, your insurer's requirements and you are compliant with any advice from your accountant.

## 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 settings:

- 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

<i>What do I need to see?</i>	
A copy of the constitution	
A copy of the latest Ofsted report	
Ofsted registration document	
List of DBS certificate numbers and dates received (committee and staff)	
The minutes of previous meetings	
Copies of annual reports and annual budget	
The annual accounts	
Staff records/personnel files	
Copies of rental or partnership agreements	
Insurance certificate (public liability, trustees indemnity and employers liability)	
Business plan	
A copy of any operational plan	
Statutory framework for the early years foundation stage	
Copy of any current action plans	

## Treasurer - Job Description

*(Please note: 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).*

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 setting's 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.

Submits financial end of year accounts to the Charities Commission when due

## Basic Checklist for the Treasurer

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

## Secretary - Job Description

Prepares the agenda for meetings with input from the chairperson, committee members and the leader/manager. Circulates to committee members with previous minutes (to be agreed and signed at the meeting).

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 manages 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

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

## Sub Committees

You can set up sub-committees to deal with specific issues.

In most cases they are made up of committee members only, however if you have a new building project sub-committee or fund-raising committee you can invite other parents or people in the community to attend and give their support to the project.

Examples of sub committees are:

- Health and Safety
- Fund Raising
- Personnel and Staff Liaison
- Publicity and Marketing
- New Building Project

You may wish to detail your group's sub-committees below.

Sub-Committee	Purpose	Members

## Effective Meetings

### General committee meetings

Your constitution 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 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 Suffolk Learning*)

### 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 functions of meetings

- Receive information
- Consult members on their opinions, views and feelings
- Discuss important policy decisions
- Make decisions
- Review past decisions
- Plan for the future

### How to ensure committee meetings are effective:

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

### 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

## Preparing for the Meeting

### Venue

- Is the venue accessible? Are there adequate parking facilities? Is there wheelchair access?
- Is there enough space, and furniture, to comfortably accommodate all invitees?
- Is the venue free from distractions?
- Is the venue suitable for confidential discussion? (avoid holding meetings in a public place where discussions could be overheard)

### Time

- Is the time of the meeting convenient for invitees? (If meetings are held during the day, does this exclude invitees who are working? Does the time fit in with childcare arrangements?)
- Is enough notice given to allow invitees to make arrangements to attend, including organising childcare?

### The agenda

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
- Chair's report
- Treasurer's 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 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

## What happens during the meeting?

### Chairing a meeting

To chair a meeting effectively you must:

- Keep to agenda and time-frame
- Keep the meeting focused
- Stimulate discussion
- Control the group calmly
- Recognise a potential decision
- Stop discussion when necessary
- 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 committee members during a meeting

- Join in discussions
- Offer constructive ideas
- Listen to others and be respectful of others' views
- Try to find areas of agreement
- Avoid personal attacks
- Accept decisions made by the majority

### 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. 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 the 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 (see clause 5.8 of the constitution). 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 (*available from the Alliance Charity Essentials publication*)

## 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?

## After the Meeting

Type up and circulate minutes (Secretary). These should be accessible to parents. It is suggested a copy is placed on the Notice Board.

## Minutes of Meetings

A copy of the minutes of meetings, from the last year, should be kept in this section and will include minutes from:

- Committee meetings
- Sub-committee meetings
- Annual General Meetings
- Extraordinary General Meetings

Please note: The Secretary should have a file which has all the original minutes in.

## Appendices

Appendix 1 – New committee welcome sheet

Appendix 2 – DBS / EY2 Guidance for committee members and nominated persons

Appendix 3 – A-Z of terminology for childcare committees

Appendix 4 – Example calendar of events

Appendix 5 -

## Appendix 1 - New committee members welcome sheet

Thank you for volunteering to join our management committee. Here are a few details about how we run and what we do.

### CONSTITUTION

Our constitution can be found .....

It is our governing document. Please do read it. It is a legal document that explains how the committee must operate.

The group is/is not registered with the Charities Commission.

Our Charity Number is .....

### MEETINGS

We hold ..... meetings a year.

We hold ..... open meetings a year, all parents welcome

We hold an Annual General Meeting in the ..... term to which all parents are invited.

### ROLES AND RESPONSIBILITIES

The committee

Are collectively responsible for the governance of the group.

Must appoint a Chairperson, a Secretary and a Treasurer.

Must be aware of and comply with current legislation.

Recruit following robust, safer recruitment procedures and line-manage staff.

Must do their best to ensure the financial stability of the group.

Must try to recruit future members of the committee!

Can employ an administrator or bookkeeper.

Can have a fundraising sub group.

### FINANCES

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.

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!

## Changes to Committee

At AGM new Committee members are recruited.

New members **MUST** complete an **EY2 Form** to notify Ofsted their intention to join the committee through the Government Gateway Account.

All new committee members **MUST** complete the **DBS process** online at <https://www.ofsteddbapplication.co.uk/>

Outgoing committee members **MUST** remain on the committee until suitability checks are completed

Ofsted confirms suitability of the individual to the childcare provider and individual.

Outgoing committee member resigns from the committee

The nominated individual **MUST** notify Ofsted, within 14 days, of changes of committee members, this can be done completing an **EY3 forms online**.

Notify the Local Authority of change of committee members via [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk)

Notify relevant bodies of changes such as Charities Commission and Companies House

### Note

It is good practice for the nominated individual to regularly check with Ofsted who is on their list of committee members and notify them of any members leaving the committee via the EY3 form between AGM's.

The committee information held by Ofsted should match the information held by the setting. If there are inconsistencies, and the setting has committee members that are not known to Ofsted, via the relevant suitability checking process, then they are not deemed to be suitably checked to work within the childcare sector. As a result, this could lead to an Inadequate judgement during Ofsted inspection.

## Appendix 3 - A –Z of terminology 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.
	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	<i>employment-advice-bureau.co.uk/acas</i> <a href="http://www.acas.org.uk">www.acas.org.uk</a> 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. <a href="http://www.gov.uk">The Charity Commission - GOV.UK (www.gov.uk)</a>
	Companies House	Incorporate and dissolve limited companies. Register company information and make it available to the public. <a href="http://www.gov.uk">Contact Companies House - GOV.UK (www.gov.uk)</a>
	Constitution	The governing document of a charitable organisation
	Committee meeting	Regular meeting of elected committee to discuss the functions of the organisation and to agree actions.
	Continuous Professional Development	A requirement for all staff and committee to ensure you are up to date with best practise and organisational updates.
	Chairperson	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. <a href="http://www.hse.gov.uk/coshh/">Control of Substances Hazardous to Health (COSHH) - HSE</a>
	<u>CIO</u>	Charitable Incorporated Organisation: new legal structure available for charities or charitable groups that wish to be incorporated
CLG	Company Limited by Guarantee has no share capital or shareholders. Instead it has members who undertake to contribute a nominal amount towards any	

		shortfall in the company's assets to settle its debts in the event of its being wound up.
--	--	---

D	Data Protection	How data is stored and accessed in accordance with the Data Protection Act 1998. Please refer to the General Data Protection Regulations (GDPR)
	DBS	Disclosure Barring Service: All persons involved in providing childcare and working in childcare require an enhanced DBS check. <a href="http://www.gov.uk">Disclosure and Barring Service - GOV.UK (www.gov.uk)</a>
	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

E	Early Years 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. <a href="https://www.eyalliance.org.uk/">https://www.eyalliance.org.uk/</a>
	Early Years Foundation Stage	A Framework which sets out the standards for Early Years development, learning and welfare from birth to five years of age. <a href="http://www.gov.uk">Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)</a>
	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.
	EYF	Early Years Funding: All 3- and 4-year olds and some two-year olds are entitles to 570 hours of funded early education each year. Some 3- and 4-year olds are also eligible for an extended 570 hours of funded early education per year, totalling 1140 hours per year
	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.

F	Finances	Transactions of income and expenditure of the organisation, which must be recorded, monitored and reported to the committee.
	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	<a href="http://www.food.gov.uk">www.food.gov.uk</a> Tel: 0207 276 8829
G	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 years 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.
H	Handover	Process of transfer of information regarding roles, responsibilities and documentation from outgoing to incoming committee.
	HM customs and Revenue	St Clare House Princes Street Ipswich 1P1 1LW Tel: 01473 261467
	Health and Safety Executive:	<a href="#">HSE: Information about health and safety at work</a>
I	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 the setting.
	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 with limited personal liability for the decisions and financial affairs of the organisation.
	<u>ICO</u>	Information Commissioners Office <a href="#">Home   ICO</a>
J	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.
K	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/ Licence	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.

M	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	In corporate governance, a company's articles of association is a document which, along with the memorandum of association form the company's constitution

N	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.

O	Ofsted	The regulatory body responsible for the inspection of early years, educational and childcare provision. <a href="https://contact.ofsted.gov.uk/contact-form">https://contact.ofsted.gov.uk/contact-form</a>
	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. <a href="#">Out of School Alliance   The web site of Out of School Alliance</a>
	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

P	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	A process of assessment of a new employee's progress in key areas, setting

	period	objectives and identifying issues and training needs, highlighted by the assessment process.
	Parent Membership	Parents of children attending the early years and childcare provision

Q	Qualifications	In early years 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. Quality and Access Advisor: Suffolk County Council early years and childcare advisor.

R	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.
	Requires improvement	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

S	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. <a href="http://www.gov.uk">Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)</a>
	Secretary	Person elected to undertake the effective administration of the committee. Responsible for writing correspondence, preparation of agendas and minute taking.
	Suffolk Family Information Service (FIS)	<a href="http://SuffolkFamilyInformationService.suffolk.gov.uk">Suffolk Family Information Service   Suffolk County Council Childcare.Planning@suffolk.gov.uk</a>
	<u>Suffolk Safeguarding Partnership</u>	<a href="http://suffolksp.org.uk">Suffolk Safeguarding Partnership (suffolksp.org.uk)</a>
	Sub Committee	A committee composed of some members of a larger committee, board, or other body and reporting to it.

T	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
---	-----------	---

U	Unincorporated	A registered charity whereby all trustees are equally and personally liable for the decisions and financial affairs of the organisation.
---	----------------	--

V	Vice Chair	Person elected to support the Chair in their duties to lead the management committee.
---	------------	---

W	Workforce Development Team	<a href="mailto:EYC.WFD@suffolk.gov.uk">EYC.WFD@suffolk.gov.uk</a>
---	----------------------------	--

Y	Year end	A process of accumulating a full trading year of income and expenditure accounts to show turnover, profit and loss.
---	----------	---

## Appendix 4 – Example Calendar of Events

Month	Date <i>(insert as applicable)</i>	Action	Who is Responsible
September	3rd	Academic & Accounts yearend	Treasurer
	7th	Public Liability/Employers Liability Insurance due	Chair/Treasurer
	-	Autumn Term Commences – invoices to parents	Treasurer
	12th	Accounts to be closed and examined from previous year	Treasurer
	mid	Supervision meetings	Chair/Manager/Staff
	mid	Committee Meeting – budget review for year ahead and AGM planning	Committee
October	20th	AGM - New committee appointed	Committee
		Arrange committee training	Committee
	"	DBS checks and EY2 forms to be completed for new committee members (within 14 days of AGM)	Chair/Committee
	"	Report changes to the registered provider (committee) to Ofsted (inc. changes to nominated person)	Nominated Person
	end	Half Term Holiday – invoices to parents	Treasurer
November	early	Committee handover meetings	Officers
	early	First Committee Meeting	Committee
	"	Appointment of Banker Mandate Form to be completed - signatories	Officers
	"	Arrange committee training	Committee
	mid	Supervision meetings	Chair/Manager/Staff
	end	Christmas fundraiser	Fundraising Team
	December	-	Christmas Production and party
-		Staff / Committee Team building	All
21st		End of Autumn Term	-

January	3rd-7th	Spring Term Commences – invoices to parents	Treasurer
	mid	Half termly Supervision meetings	Chair/Manager/Staff
	mid	Committee Meeting	Committee
February	mid	Half Term Holiday – invoices to parents	Treasurer
March	mid	Supervision meetings	Chair/Manager/Staff
	mid	Committee Meeting	Committee
	end	Fundraising event	Fundraising Team
April	5th	Annual Return due to HMR&C/End of tax year	Treasurer/Chair
	early-mid	End of Spring term - Easter	-
	mid- end	Summer Term Commences – invoices to parents	Treasurer
May	early	Supervision meetings	Chair/Manager/Staff
	mid	Committee Meeting	Committee
	end	Whitsun Half Term Holiday – invoices to parents	Treasurer
June	after h/term	Transition to Primary School begins	Staff
	-	Annual Summer Trip (if applicable)	Staff/Committee
	end	Supervision meetings	Chair/Manager/Staff
July	3rd	Deadline for Annual Accounts Submission to Charity Commission	Treasurer
	10th-15th	Staff Appraisals (if applicable)	Chair/Manager/Staff
July	3rd	Deadline for Annual Accounts Submission to Charity Commission	Treasurer
	10th-15th	Staff Appraisals (if applicable)	Chair/Manager/Staff
	mid	Committee Meeting	Committee
	mid	Staff Pay Review Meeting (if applicable)	Treasurer/Committee
	end	End of Year Party/Leavers Party/Graduation Ceremony	Staff
	20th	Summer Term Closes	-

August	-	Staff Holiday Pay	Treasurer/Bursar
	-	Set budget for next year	Treasurer/committee

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, supervisions are never missed.

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.

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, 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 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.