

Joining an early years and childcare committee

Early Years and Childcare Service

What is a committee?

- 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.



There are three main officers within a committee

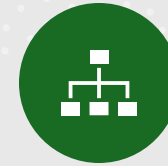
- Chairperson
- Treasurer
- Secretary

There are also general committee members. Roles can be allocated to members for safeguarding, health and safety, marketing, premises and fundraising etc.

Chairperson



Acts as spokesperson for the organisation



Ensures the management committee provides leadership for the organisation including fulfilling accountability requirements e.g. service level agreements, funding requirements etc



Is familiar with the constitution, the key aspects of service delivery and operational plans of the organisation



Monitors and reviews organisational progress



Maintains effective working relationship with the manager, other staff and other organisations



Represents the organisation at events and meetings



Chairs the management committee meetings and acts as final decision maker in the event of a voting tie



Prepares and presents monthly reports and an annual report to the management committee

Treasurer



Is responsible for handling the finances of the organisation



Ensures true and accurate financial records



Ensures robust financial processes are adhered to



Ensures all accounts and payroll deductions are checked, authorised and paid promptly



Ensures all financial records are ready for annual auditing and prepares the draft statement for audit



Prepares and presents the treasurer's report, auditor's report and audited financial statement at the AGM

Secretary



Prepares and distributes to all members copies of agendas, meeting minutes and reports



Is familiar with the organisation constitution and applies correct meeting procedures



Assists the Chair / Treasurer to prepare documentation for meetings.



Takes accurate minutes of meetings and distributes them in a timely fashion



Maintains a members' register



Keeps appropriate records within a safe and legal timeframe

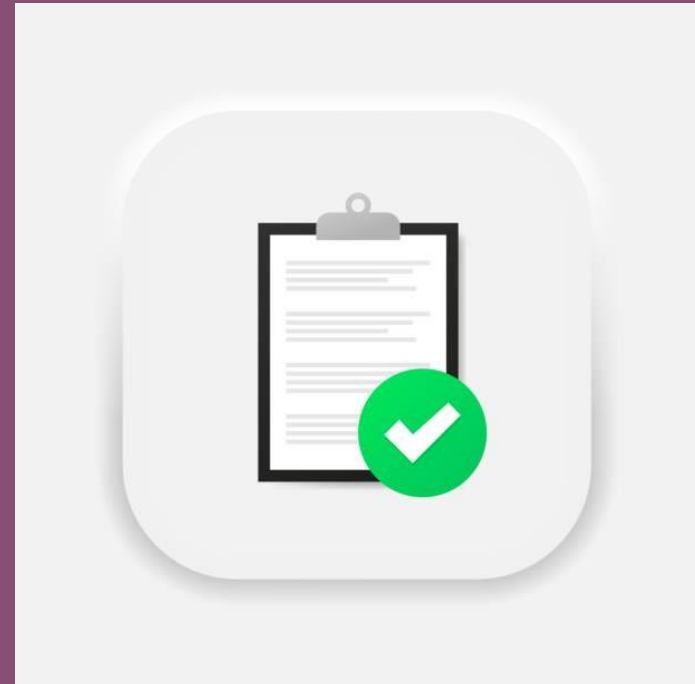


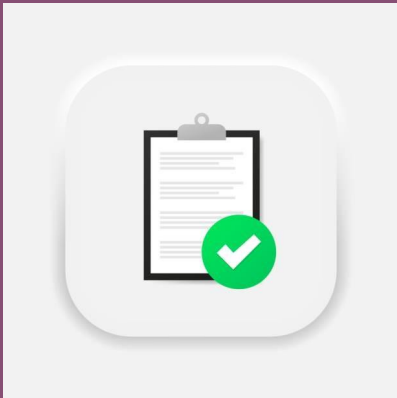
Any other administrative tasks as required e.g. letter writing, advertising etc

What to consider before joining

There are some restrictions on who can be a trustee – there are minimum age limits and some factors that automatically disqualify people from being trustees:

- you must be properly appointed following the procedures and adhere to any restrictions in the charity's governing document and should know how long your appointment lasts. If you are not properly appointed, the trustees' decisions or actions may be invalid, potentially creating disputes or putting charity assets at risk
- if you are a trustee of a charity that provides 'regulated activities' for children or adults, be prepared for your charity to request a DBS check on you
- You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity





You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:

1. being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
2. having an unspent conviction for certain offences (including any that involve dishonesty or deception)
3. being on the sex offenders' register

You can read the automatic disqualification guidance for charities which explains the disqualification rules in more detail

There are further restrictions for charities that work with children or adults at risk. See section 3 for more information

Benefits of joining a Committee

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

You can enhance the quality of the setting

You will meet other parents and have opportunity to socialise 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



Together
We Make The Difference

Types of Committee

Understanding your legal structure and the roles and responsibilities of the management board is essential for future sustainability and to limit personal liability. Below are the main types:

- Unincorporated charity
- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- School Run (Sec 27, charitable aims)

Further information about legal structures of committee run childcare provision can be found within the Managing your business and understanding governance tab on Suffolk Learning.

[Legal Structures - Suffolk Learning](#)

Governance

As a committee member you will work with other committee members to set out the charity's direction, promoting its charitable purposes, upholding its values and delivering its goals. You will work as part of a team with the other trustees in all matters to ensure the effective management and administration of the charity, in line with the charity's governing document, policies, procedures and relevant legislation. You employ and manage staff to provide successful and high-quality childcare provision.

You will also be required to make to following commitments:

- You must follow and sign a Code of Conduct
- You must follow the provider's Conflict of interest policy and procedure
- You must follow and sign a Committee Pledge

