

## Being part of Alderbury Preschool committee and a trustee (September 2021)

The committee members along with the charity trustees and staff of the pre-school work together as they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a summer fundraising event to negotiating with a landlord over the terms of a lease. The committee is the employer of staff in the pre-school so has overall responsibility for recruiting, training and developing staff, paying their salaries, and managing their contracts of employment. The committee also has responsibility for ensuring that things like developing a business plan, managing the daily accounts and making sure the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

Shared responsibilities for all committee members;

Act in the best interests of the charity; promoting its values and working to achieve its charitable objectives.

Work as part of a team with the other members; whilst bringing their own ideas, perspectives and experiences to the committee.

Regularly attend committee meetings and contribute to the effective management of the charity. Meetings tend to be held once every 6 weeks unless an extra meeting needs to be arranged.

Work with the Manager/Financial lead to set priorities for the budget.

Ensure the correct Ofsted suitability checks for new staff/committee are carried out.

Support the management team in safe recruitment of new staff following guidance.

Employ a Manager to act as the person in charge of the early years provision; supporting them to successfully manage the childcare provision and ensure that the Early Years Foundation Stage and Ofsted registration requirements are met.

Ensure all committee members and staff have clearly identified roles and responsibilities.

Ensure the annual update, or annual return and accounts is submitted to the Charity Commission and/or HMRC in a timely manner.

All committee members will need to complete an enhanced DBS and EY2 Ofsted form. The charge for the DBS will be refunded.

### C.I.O (Charitable Incorporated Organisation)

The trustees of a CIO will be protected from personal liability as the CIO can enter into contracts with third parties directly. The constitution of a CIO must meet legal requirements and be registered with the Charity Commission. Alderbury Preschool became a C.I.O in 2015 and we were required to re-register with Ofsted and appointment new trustees. We still have to submit annual audited accounts to the Charity Commission and although registered with Companies House we are not legally