

Kingsbury Episcopi Pre-school AGM
19th October 2016, 7.30pm
Kingsbury Episcopi Primary School Hall

Chair

- Oversees the committee and chairs meetings (*has casting vote at meetings*)
- Liaison with the secretary on agenda for meetings
- Welcome at AGM and reports on the group's events
- Staff recruitment, retention and employment issues
- Line manage staff (if appropriate)
- Support and authorise the work of the treasurer
- In consultation with the staff ensures the Ofsted registration requirements are met
- Delegate and ensure jobs are shared out and undertaken

Secretary

- Takes and types minutes of meetings (*a record of the meeting and the decisions taken*)
- Draws up agenda with the chair
- Books meeting room
- Makes sure all committee members/trustees have copies of minutes (*handed out at meeting, or e-mailed previously*)
- Reads out the minutes of the previous meeting or goes through actions and matters arising at the committee meeting
- Writes and receives letters for the group and keeps records of all correspondence
- Type up any relevant documentation i.e. policies or policy reviews.
- Notify Ofsted (Office for Standards in Education) of any changes within the setting which Ofsted need to be aware of.

Treasurer

- Keeps records of income and outgoings, keeping receipts and invoices
- Prepares a budget with committee members/trustees
- Issues cheques and maintains the groups bank account
- Prepares a treasurers report for committee meetings and the AGM
- Checks bank account balance prior to committee meetings and informs members at meeting
- Arranges the collection of the groups fees
- Ensures that all money from fees and other sources such as fundraising events are paid into the groups bank account as quickly as possible
- Issues invoices and receipts on behalf of the group
- Holds the group's cheque book and ensures that all legitimate bills are paid
- Administers a petty cash account (*if appropriate*)
- Ensures all staff wages and volunteers' expenses are paid
- Ensures the Chair receives a copy of the monthly statement from the bank
- Arranges for independent audited accounts to be available to all members at the AGM
- Oversees Early Years Entitlement claims

Other Committee Roles

- **Committee designated Child Protection Officer** – confidentially support the settings Designated Child Protection Officer.
- **Health and Safety Officer** – work with supervisor/manager to make sure that all related health and safety documentation is completed appropriately i.e. accident books, incident books, risk assessments etc.
- **Marketing Officer** – responsibility for marketing the setting, posters, prospectus, website etc.
- **Fundraiser** – responsibility for fundraising, taking the lead at fundraising events, lead fundraising subcommittee (*if applicable*)

Other committee responsibilities (which may be delegated)

The rest of the work is shared among the committee. In addition to being jointly responsible for all decision taking, members of the committee will arrange for the following work to be done, though they might not do it all in person:

- Write and oversee the groups policies in liaison with staff
- Review Policies Annually (*on-going process*)
- Arrange the groups insurance and maintain an inventory (*liaison with staff*)
- After liaison with the staff purchase equipment for the group
- Ensure repairs to the equipment are carried out (*if appropriate*)
- Prepare a regular newsletter
- Washing rota (*dressing up clothes, tea towels, spare clothes, towels etc.*)
- Arrange fundraising activities (*this could be a separate sub committee*)
- Promote the group
- Change the library books (*if applicable*)
- Make sure the group is a safe place to be for both children and adults (*linking to settings risk assessment – Health and Safety Officer*)
- Maintain the groups notice board (*Liaison with staff*)
- Administer waiting lists in liaison with manager/supervisor*
- Complete emergency contact cards in liaison with manager/supervisor*
- Compile and print the groups prospectus in liaison with manager/supervisor*
- Discuss Ofsted reports – follow up on any actions etc.
- Liaise with landlord (*committee rep*)