**Partnership – 3.1 Little Apples Committee**

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**Policy statement**

The purpose of this policy is to outline the roles, responsibilities, and operational procedures of the pre-School Committee, ensuring the effective governance, safety, and development of the pre-school. This committee is committed to fostering an environment that supports the educational, emotional, and social well-being of every child.

The Pre-School Committee is dedicated to promoting the best interests of the children and the pre-school community. It ensures that the pre-school operates in accordance with all relevant laws, regulations, and best practices.

**About our Pre-school**

Little Apples of Bramley, an OFSTED-regulated pre-school, has been operating since 1970 and is located in the heart of Bramley village. As a charity, we depend on grant funding and fees to operate. We serve the local community and help prepare children for their transition to Bramley C of E Primary School and other nearby primary schools.

We provide early years education for children aged 2, 3, and 4, accommodating up to 57 children per session. In our 2020 OFSTED inspection, we were rated "Good." Our pre-school is based in Bramley village hall, where we rent the main hall, small hall, and outdoor area to create a safe, secure environment for the children.

Our hours of operation are Monday to Friday from 8:30 a.m. to 3:00 p.m., except Tuesdays when we close at 12:30 p.m. We operate only during term time, following Hampshire County Council’s school term schedule. We offer a pre-school lunch daily, providing parents with a convenient, stress-free option while ensuring a nutritious meal for the children.

**Committee Roles and Responsibilities**

The overall management and control of the pre-school rests with the individual members of the pre-school’s management committee. As well as being responsible for the management of the pre-school the Committee members are also the charity trustees of the pre-school.

The Officers consist of a Chairperson, Secretary and Treasurer. These positions are filed at our AGM (Annual General Meeting) in May, and those voted in, are in position for at least one year. The Chair is provided with a dedicated email account for use in their pre-school role.

The Chair

Role overview:

The pre-school Chairperson plays a strong coordination role, bringing the Committee together to make key decisions, supporting the Manager and Business Manager in their roles. They ensure the pre-school operates smoothly, upholding its ethos, policies, and values. The Chairperson fosters a collaborative environment, oversees key decisions, and works with staff and families when required to enhance the quality of education and care provided to the children.

Key Responsibilities:

Leadership & Governance:

* Oversee the overall direction and strategy of the pre-school.
* Ensure the pre-school adheres to its ethos, vision, and values.
* Chair regular meetings (approx. three per year) with the committee and ensure productive discussions and decision-making.
* Facilitate clear communication between staff, families, and the committee.

Committee & Team Management:

* Lead and motivate the pre-school committee, ensuring active participation and accountability.
* Assign tasks and delegate responsibilities within the committee.
* Support and guide committee members in their respective roles.

Policy:

* Ensure policies and procedures are updated and in compliance with local regulations and educational standards.
* Review policies on health and safety, safeguarding, inclusion, and equality, ensuring a safe and nurturing environment for all children.

Financial:

* Work with the Treasurer to review and approve budgets, financial reports, and fundraising activities.
* Ensure the pre-school has sufficient financial resources to operate effectively.
* Oversee any large expenditures or major funding initiatives.

Staff & Personnel Relations:

* Work closely with the pre-school’s manager to support staff needs, including hiring, training, and development.
* Ensure staff performance reviews are conducted in a timely manner.
* Foster a positive working environment and promote staff well-being.

Families & Community Engagement:

* Act as a point of contact for families and the community, fostering positive relationships.
* Engage the community in pre-school events, fundraising activities, and educational programs.

Strategic Development:

* Oversee long-term planning for the pre-school’s growth, curriculum development, and facility improvement.
* Ensure that decisions align with the pre-school’s strategic goals and ethos.
* Identify areas for improvement and propose solutions to enhance the pre-school’s operation and outcomes.

Compliance & Reporting:

* Ensure the pre-school complies with all legal and regulatory requirements, including Ofsted inspections, safety standards, and child protection laws.
* Maintain transparency by regularly reporting key information to the committee and relevant authorities.

The Treasurer

Role overview:

The pre-school Treasurer is a key member of the pre-school committee, responsible for overseeing the financial management and sustainability of the pre-school. This role involves attending committee meetings (approx. three per year), handling budgets, financial records, fundraising activities, and ensuring compliance with financial regulations. The Treasurer works closely with the Business Manager to ensure the pre-school’s long-term financial stability.

Key Responsibilities:

Financial Management:

* Ensure accurate records of all income, expenses, and transactions are maintained.
* Act as a contact for the business bank account and signatory for cheques.
* Oversee the pre-school’s bank accounts, ensuring timely deposits and payments.
* Ensure compliance with financial policies and procedures.

Budgeting & Planning:

* Oversee the annual budget with the Business Manager.
* Monitor the pre-school’s finances throughout the year, providing regular updates to the Committee on budget performance.
* Advise on adjustments to the budget based on income and expenditure trends.

Fundraising:

* Help develop and manage fundraising initiatives to support the pre-school’s financial goals.

Financial Reporting:

* Assist in the preparation and presentation of financial reports at committee meetings, ensuring transparency and clarity.
* Ensure that accurate financial statements are produced for audit and compliance purposes.
* Provide annual financial statements for review by the Committee at the AGM.
* Ensure accurate and timely submission of the end of year reports to the Charity Commission.

Compliance & Record Keeping:

* Ensure the pre-school complies with all financial regulations.
* Ensure detailed and organised records of all financial transactions and receipts are maintained.
* Assist in the preparation of documents for audits or external reviews.

Support & Leadership Decisions:

* Act as a financial advisor to the committee, offering insight and recommendations for decisions affecting the pre-school’s finances.
* Collaborate with the pre-school Chair and other committee members on long-term financial planning and strategy.

Risk Management:

* Ensure proper financial controls are in place to mitigate the risk of fraud or financial mismanagement.
* Ensure insurance policies are relevant to the pre-school’s operations and renewed on time.

Liaison with External Parties:

* Act as the primary contact for financial institutions including auditors, along with the Business Manager.
* Assist the Business Manager in communicating between the committee, staff, and any external financial services, such as accountants.

The Secretary

Role overview:

The pre-school Committee Secretary plays a crucial role in ensuring the smooth running of the committee's operations. The Secretary is responsible for organising and attending meetings (approx. three per year), maintaining records, and ensuring effective communication among committee members, staff, and families.

Key Responsibilities:

Administrative Duties:

* Schedule committee meetings (including AGMs), coordinate meeting venues, and prepare the agenda in consultation with the Chairperson.
* Record accurate and clear minutes during meetings, ensuring they reflect key decisions, actions, and discussions.
* Maintain and update a filing system for all pre-school documents, such as minutes, policies, correspondence, and financial records.

Communication:

* Act as the central point of contact for committee members, distributing minutes, agendas, and other important documents via email.
* Serve as a liaison between the committee and families, ensuring all relevant information (e.g., meeting times, decisions, events) is communicated clearly and timely.
* Compliance and Record-Keeping:
* Ensure the pre-school complies with legal requirements, such as maintaining the necessary records.

Supporting the Committee:

* Assist in the recruitment and orientation of new committee members, providing them with the necessary information and documents
* Ensure all committee members are prepared for meetings by providing them with relevant documents and background information beforehand.

Committee Members

Role overview:

The pre-school General Committee members play a vital role in assisting and overseeing the operations, development, and strategic direction of the pre-school. Committee members work collaboratively with staff, families, and the community to ensure a nurturing and effective learning environment for children.

Key Responsibilities

Governance

* Ensure compliance with regulations and policies.
* Develop and review pre-school policies and procedures.
* Establish strategic goals and objectives for the pre-school.

Financial Management

* Assist in the preparation and approval of the annual budget.
* Monitor financial performance and ensure fiscal responsibility.
* Fundraising: Plan and support fundraising initiatives to enhance pre-school resources.

Development

* Participate in the development and evaluation of educational programs.
* Support initiatives that promote early childhood education and development.
* Encourage innovation and best practices in curriculum delivery.

Community Engagement

* Foster relationships with families and community organisations.
* Organise community events and advertising to promote the pre-school and its ethos.
* Serve as a liaison between the pre-school and the broader community.

Support and Collaboration

* Collaborate with families to enhance their involvement in pre-school activities.
* Attend regular meetings (approx. three per year) and actively participate in discussions and decision-making.

Advocacy

* Advocate for the needs of the pre-school within the community.
* Stay informed about early childhood education trends and best practices.
* Promote awareness of the importance of early childhood education.

Evaluation

* Monitor the effectiveness of the pre-school and make recommendations for improvement.
* Ensure transparency in committee operations and decision-making processes.

The

Constitution

The constitution outlines the rules that govern the operation of the pre-school and the structure of the committee. The committee is responsible for ensuring the constitution remains appropriate and effective. It specifies how meetings, including the AGM, should be conducted, among other details. The current constitution is available on the website and in the Committee Handbook.

Policies and Procedures

There are policies and procedures in place that address various areas, including Special Educational Needs (SEN) and Data Protection (GDPR). These policies are reviewed regularly. Committee members and staff are encouraged to read and contribute suggestions during the review process. The Manager and Business Manager hold overall responsibility for ensuring the policies are implemented. Committee members should be familiar with the contents of the policies, as they form the foundation for how the pre-school operates. Some policies, such as the Complaints Procedure, specifically involve the committee. Complete and up-to-date copies of all policies are available in the Policies folder at the pre-school and are accessible to committee members, staff, families, and visitors on the website.

[www.littleapples.org](http://www.littleapples.org)

Change of Committee

New Committee members are elected at the AGM, and the outgoing Chair, Secretary, and Treasurer (referred to as "Officers") pass on all information, email accounts, and paperwork used during the previous year. The updated details of the Officers are then provided to the Bank, Ofsted, and the Charity Commission. All new members must apply for a Disclosure and Barring Service (DBS) Certificate appropriate for Committee roles. This involves completing an online process and providing identity verification, with assistance from the Manager. The pre-school will reimburse the cost of the DBS check.

Support Available to the Committee

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| **Sources of Support** | **Contact Details** |
| **ACAS**: Help and advice for employers and employees | 0300 1231100  www.acas.org.uk |
| **Charity Commission for England and Wales**: Regulatory body for charities, with advice on running a charity. | 0300 066 9197  www.gov.uk/government/organisations/charity-commission |
| **Health and Safety Executive**: Advice and guidance for work-related health, safety and illness. | 0300 003 1747  www.hse.gov.uk |
| **Law-Call**: 24-hour legal helpline, free to us as an Early Years Alliance member. | EYA membership number: 23935  01455 255205  https://www.eyalliance.org.uk/law-call |
| **OFSTED**: Office for Standards in Education, Children’s Services & Skills. Our regulatory service. | 0300 1231231  https://www.gov.uk/government/organisations/ofsted |
| **Early Years Alliance**: Guidance on all aspects of running an early years setting. | 0207 6972500  www.eyalliance.org.uk |
| |  | | --- | | **This policy was adopted by Little Apples of Bramley** | | **On 28th September 2024** | | **Date to be reviewed** | | **Signed on behalf of the management committee**  ***J V Whatley*** | | **Name of signatory J V Whatley** | | **Role of signatory Manager** | |  |

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