

## **Burham Pre-school Committee**

This years Annual General Meeting will be held on **Wednesday 19th OCTOBER AT 9.45AM** in the pre-school committee Room.

Anyone who wishes to be on this year's committee should confirm their attendance with Tracey as soon as possible however if you cannot make this date but do want to be involved with the committee please speak to Tracey.

### **BURHAM PRE-SCHOOL CANNOT RUN WITHOUT A PARENT COMMITTEE**

So please if you can spare some time to help with the running of the pre-school and fund raising etc. come along, or the pre-school **will have to close**.

There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good thing is you don't need any experience to make a difference. Our pre-school committee is responsible for the overall management of the setting. This can mean anything from organizing a summer fundraising event to helping to advertise and the recruitment new staff.

Different roles:

Chair – organises and runs termly committee meetings, they are responsible for helping the pre-school supervisor with recruitment of new staff, sitting in on interviews, obtaining references etc. and making sure the supervisor of the setting is keeping the committee updates and in-line with EYFS requirements at all times.

Treasurer – work's in conjunction with our financial administrator to monitor budgets, produce termly accounts, complete the annual charity commission forms etc

Secretary – produces agendas and minutes of meetings, produces posters and programs for fund raising events etc.

Committee member – must attend termly meetings, helps at fundraising events works in conjunction with the supervisor to maintain the smooth running of the setting.

A full description of each of the above responsibilities and what is involved in being part of a pre-school committee is available from Tracey.

I know what you are all thinking sounds very complicated and lots of hard work, but you are not on your own, the pre-school supervisor works with the committee, she is employed and responsible for all the day to day issues and running of the setting and keeps the committee up to date with all necessary information. **Without at least 5 members this pre-school will not be able to operate.**

I know the staff and I want our pre-school to continue to thrive and improve but we need parent support to achieve this. Please take the time to think about joining our committee.

At Burham Pre-school the committee are responsible for:

- Making sure the setting is being managed appropriately.
- Being a Trustee for the charity.
- Buying and wrapping children's Christmas and leavers gifts.
- Booking entertainers for Christmas and summer parties.
- Organising and running stalls at fund raising events such as the Easter and Christmas shows i.e. getting raffle, tombola, lucky dip prizes, serving teas, helping on sports day etc.
- Helping to organize the end of year parties/sports days.

You will need to work with the Supervisor and financial administrator to make sure the following is completed:

- Policies are reviewed and agreed annually
- All staff and trustees are in adherence policies and procedures of the setting
- Staff contracts and job description are reviewed and updated annually
- Completed charity commission forms
- Renew Insurance annually
- Monitor budgets and produce financial reports

**PLEASE TAKE THE TIME TO SPEAK TO TRACEY IF YOU ARE UNSURE OF WHAT IS INVOLVED OR WORRIED YOU WON'T HAVE TIME, THE MAIN DUTIES OF BURHAM PRE-SCHOOL COMMITTEE ARE FUNDRAISING, AS TRACEY TAKES RESPONSIBILITY AS THE NOMIATE PERSON AND SUPERVIOSR OF THE SETTING FOR THE DAY TO DAY RUNNING OF THE SETTING BUT SHE IS REQUIRED TO KEEP THE COMMITTEE INFORMED OF MAJOR CHANGES AND DECISIONS!!!**

**THIS SAID COMMITTEE MEMBERS DO NEED TO UNDERSTAND THEY WILL BE TRUSTEES OF THE PRE-SCHOOL AND A FULL ENHANCED DBS AND OFSTED CHECKS NEED TO BE COMPLETED ON ALL MEMBERS TO MAKE SURE YOU ARE SUITABLE TO WORK WITHIN THE EYFS WALFARE REQUIREMENTS.**

**THANK YOU**