

COMMITTEE FOLDER

Roles, responsibilities and support for new members



Volunteer!

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Introduction

This information folder is to help your committee members, especially the three key officers: Chair, Treasurer and Secretary with their roles and responsibilities.

It will:

- Give guidance and information for new committee members and can be used as a comprehensive handover pack. The information in this pack can to be shared from outgoing committee officers to new officer
- Help to file important paperwork for your setting, keeping it in order and in one place. Keeping this folder up to date will ensure all Ofsted requirements of you are met.



The information in this folder is correct at the time of production, however it is your responsibility to keep information up to date and meet any legal requirements which may affect the setting.

This folder is for guidance and can be used to include any information you feel that is useful to your setting.

If you store information in other folders as well, it is advisable to signpost to the relevant folders.

If you would like further advice about working as a committee, please contact the Early Years team Tel: **0845 604 2346**.

Key messages in Oxfordshire for Committee managed settings

Plan ahead

- Be strategic: use an annual schedule to ensure statutory duties are on agendas
- Ensure the monitoring of key pre-school development issues are delegated to committees and work in partnership with staff
- Create a monitoring schedule for the year

Know your pre- school

- Collect real knowledge of the pre-school on your visits
- Agree focus of visits beforehand
- Use visits to check practice matches policy / managers reports
- Use a range of strategies: talk to staff, children, parents, look at books, buildings, displays
- Record the visit and feedback to the committee

Ask the right questions

- Focus on pre-school improvement!
- Know the right questions to ask?
- Skills matrix completed? Committee attended training?
- Committee aware of their responsibilities to hold managers to account and confident to challenge?
- Focused on the most vulnerable learners?
- Professional support available?

Collaborate with others

- Bench-mark!
- Link with other committees
- Capitalise on strong partnership relationships already in place
- Develop the communication of your committee team
- Access professional support

Consider your impact

- Self-evaluate as a committee: assess impact so far
- Create an action plan for the committee
- How do you evaluate committee impact?
- How do you capture impact for evidence?

We want every Oxfordshire child to attend a school or setting that is at least good. We hope this pack has helped you to achieve this goal.

We would like to acknowledge the Pre-school Learning Alliance whose documents were referred to during the preparation of this guidance.

Committee Handover Checklist

It is important to have a good handover process and induction for newly elected committee members; below are procedures that need to be followed.

Action	Timeframe	Person to complete action
Prepare contact list of Committee Officers and Members	Information preferably gathered at AGM, then typed up and distributed to all Committee members	Secretary
Set date for first meeting of new Committee	Date preferably set at AGM, and Agenda circulated in due course. A suitable date for all members should be agreed within a month of the AGM.	Secretary
Go to https://www.gov.uk/dbs-update-service DBS checks for all committee members	Within first week	All new Committee members – Chairperson to co-ordinate
Notify Ofsted of Committee changes –via Email and keep a copy of correspondence. (see Guidance of completing EY2 forms)	Within first week	Chairperson
Notify Charities Commission and/or Companies House of Committee changes	Within first week	Chairperson
Notify Bank of changes to Officers (and if appropriate arrange for changes to signatories)	Within first week	Treasurer
Notify Family Information Service	Within first week	Chairperson
Ensure all Committee Officers and Members are aware of confidentiality procedures, and sign a Confidentiality Statement (see example in folder)	At first meeting of new Committee	Chair
Ensure all new Officers and Members are aware of the Committee roles and responsibilities	At first meeting of new Committee	Chair
Organise handover of relevant documents	At first meeting of new Committee	Chair, Secretary, Treasurer
Further roles and responsibilities of the committee linking to the Early Years Foundation Stage is in this folder.		

Confidentiality Statement for Committee members

..... Pre-school/Out of school club are committed to following the settings confidentiality policy and procedure, to ensure that the confidentiality of all children and staff within our setting is respected at all times.

I have read and understood the Setting's Confidentiality Policy, and agree to:

- Keep all matters discussed at Committee meetings or within the setting confidential
- Ensure that I do not discuss any pre-school matters outside of the setting or committee meetings

Signed:
Name (Print)
Position:
Date

Conflict of Interest Policy

All staff, volunteers, and management committee members will strive to avoid any conflict of interest between the interests of the pre-school and their own personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of the pre-school's decision-making process to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Upon appointment, volunteers, staff and each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. The written disclosure will be kept on file and will be updated as appropriate.

In the business of the preschool the volunteers, staff or committee members will disclose any interests in a transaction or decision where there may be a conflict between the pre-school's best interests and their own best interests; or a conflict between the best interests of the organisations/people with whom that person is involved.

Definitions:

Family means your parents, parents-in-law, step-parents, husband, wife or partner, son, daughter, step-son, step-daughter, child of a partner, brother, sister, brother-in-law or sister-in-law.

Immediate Family means your husband, wife or partner.

Partner means any person with whom you co-habit as a spouse (and includes a same sex partner).

Examples of conflicts of interest include:

- A volunteer, staff member or committee member who is also a user of the pre-school who may decide whether fees of users should be increased.
- A volunteer, staff member or committee member who is related to/close friends with a member of staff and where decisions are to be made on staff pay and/or conditions.
- A volunteer, staff member or committee member who is also on the committee of another organisation who may be competing for the same funding.
- A volunteer, staff member or committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

During meetings, after I have notified you of my interest, I understand that I will be asked to leave the room for any discussion involving my declared potential conflict of interest and will not be able to take part in the subject matter or the decision. Any such notification and the subsequent decision taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.

I have read and understood the content of this policy.

Name:

Signature:

Date:

For further information - <https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

Please fill in the form overleaf if you have a declaration to make. Thank you.

Declaration of Interest Form

Name and Post:
Committee member or staff member:

Describe nature of conflict of interest – continue a separate sheet if necessary

1.
2.
3.

Action taken by Registered person/manager:

I acknowledge the Pre-school's policy on Declaring and Registering Interests and declare the above interests. I confirm that I have no other activities, responsibilities or ownership entitlements that may lead to a conflict of interest situation.

.....
Name and signature of person who is registering the interest & position held

Date:

.....
Name and signature of registered person/manager:

Date:

Note: interests only need to be declared:

- on your appointment with the Pre-school
- if there is an actual or potential conflict of interest
- a declaration you made previously has materially changed

Definitions:

Family means your parents, parents-in-law, step-parents, husband, wife or partner, son, daughter, step-son, step-daughter, child of a partner, brother, sister, brother-in-law or sister-in-law.

Immediate Family means your husband, wife or partner.

Partner means any person with whom you co-habit as a spouse (and includes a same sex partner).

All declaration forms will be kept in the committee folder for future reference.

Contact details of all Committee members

The contact details for committee members must be kept securely in this folder and must not be shared with other parents. It is advisable that the 3 main committee members use a **generic** email address and not a personal email address; these email addresses can then be passed onto the incoming committee members at the next AGM.

Chair	Name: Address: Telephone: Email: chairperson@.....
Treasurer	Name: Address: Telephone: Email: treasurer@.....
Secretary	Name: Address: Telephone: Email:
Health & Safety Co-ordinator	Name: Address: Telephone: Email:
Fund-raising Co-ordinator	Name: Address: Telephone: Email:
Safeguarding Co-ordinator	Name: Address: Telephone: Email:
Publicity and Marketing Co-ordinator	Name: Address: Telephone: Email:
Committee Member	Name: Address: Telephone: Email:

Induction Process

Induction is one of the most practical ways of ensuring new Management Committee members understand their role, the workings of the setting and their relationship with staff and others outside the organisation.

All committees should have an induction process, the better the induction, the more effective new members will be!

An effective induction will:

1. Provide core information and advice to enable a new member to understand the setting and their role.
2. Ensure that new members feel welcome, valued and part of the team.

Providing core information

The information that a Management Committee member needs varies depending on the setting, according to their legal status, size and how established the setting is.

However, at a minimum, all Management Committee members should be provided with:

- Handover sheet (see appendix)
- the group's governing document (e.g. constitution);
- annual report and accounts.
- minutes of previous three or four Management Committee meetings; and
- staff/committee code of conduct.
- Roles and responsibilities of the 3 main committee posts (chairperson, secretary and treasurer).
- Other roles available for committee members (health and safety, fundraising, safeguarding etc.)

How to provide induction

Induction may involve a combination of meetings, becoming familiar with the staff, premises, facilities, policies, Early Years Foundation Stage requirements/legal requirements. It is better to do this over time prior to the takeover date rather than all at once and advisable to have a review meeting after a few months after starting; to discuss how things are going.

It is a Charity Commission requirement for committee members are eligible and suitable to take on the role. We would advise that committee members sign a declaration form stating, this is to include their understanding of confidentiality of sensitive matters.

Ongoing Support

Management Committee members, just like any other volunteers, will operate most effectively if they are provided with regular support and training.

There are a range of ways to support and develop your Management Committee members, will help improve the overall effectiveness of your group.

Checklist for induction of Management Committee members.

A new member's information sheet.

Committee Induction Checklist

All new committee members need to know about the setting, how it operates and their roles and responsibilities. It is recommended that induction includes the following:

Information about the Management Committee

- Purpose of the committee
- Minutes of recent committee meetings
- Structure of the committee and sub-committees
- Introduction to all committee members
- Role of office-bearers (role descriptions)
- Role of individual committee members (role description)
- Legal and financial responsibilities
- Frequency and format of meetings
- Conflict of interest
- Code of Conduct
- Support system for committee members
- Availability of resources for committee members
- Contact list

Information about the setting

- Governing document of the organisation (e.g. Constitution, Memorandum and Articles)
- Mission statement/overall purpose
- History and background of the setting
- Services of the organisation
- Annual report / accounts
- Structure of the setting (legal)
- Funding arrangements
- Tour of buildings and any outside projects
- Role of staff (job descriptions optional)
- Role of volunteers (role descriptions optional)
- Introductions to staff, volunteers and beneficiaries, where possible
- Contracts of employment and personnel procedures
- Publicity leaflets or publications
- Policy statements
- Strategic/development and operational plans
- Networking systems

Remember

Induction can be a process over time rather than all done at once. It may involve a combination of meetings, familiarisation with premises or facilities and written information.

Information from diycommittee.org

Committee Handover Sheet

Essential Information

Constitution

The constitution is our governing document, it is a legal document that explains how we must operate.

The Constitution for.....Pre-school is kept/can be found.....

Charity Commission

The pre-school is/is not registered with the Charity Commission. The Charity Commission has information about finding a charity, online services, contact forms, annual returns , changing charity details, setting up and registering as a charity, charity commission guidance, topics for trustees/advisers and closing a charity.

Our charity number is:

Ofsted

The pre-school is Ofsted registered and the committee must be familiar with The Statutory Framework for the Early Years Foundation stage.

All new committee members must have a DBS check and complete an EY2 form. (see instructions in section 3)

Our Ofsted registration number is:

Meetings

We hold meetings a year.

We hold Open meetings a year, all parents welcome

We hold an Annual General meeting into which parents are invited to this.

Roles and responsibilities of the committee

The committee

- Are the registered person and responsible for the management of the setting
- Must appoint a chairperson, secretary and treasurer
- Must be aware of and comply with current legislation
- Recruit and line manage staff
- Responsible for the sustainability of the group
- Must recruit new members of the committee
- Organise a sub group for additional responsibilities (fundraising, health and safety etc..)

Finances

We are a non-profit organisation/charity. All money received is used to benefit the children who attend our setting. We do have regulations to work to and follow guidelines of the charity law; one of those things is to hold a contingency fund. A lot of our income comes from fees and also fundraising; we are always looking for new ideas and fun ways to do this. Any additional legitimate expenses you have to pay while supporting our pre-school can be claimed back.

Partnership working between staff and committee

It is important that the pre-school manager and committee spend time about roles and responsibilities of both the committee and staff. The manager and present chairperson will organise a convenient time to meet and share 'The Roles and Responsibilities of the Committee' document with you.

Expanding your expertise and having a subcommittee.

If possible it is a good idea to have a sub-committee to deal with specific issues.

Usually they are made up of committee members only, however you can invite people in the community to attend and give their support to certain project you are working on.

Examples of sub committees are:

- Health and Safety
- Fund Raising
- Publicity and Marketing
- New Building Project

When having a sub-committee, it is important to give members an overview of job responsibilities.

Name of Sub-Committee	Purpose	Name of members
Health and safety		
Fund raising		

WORKSHEET

Management Committee Skills Audit

A skills audit can be used to identify areas of knowledge or skill that need to be developed, or that should be specified when targeting your recruitment of new members to the Management Committee.

Instructions

The following table indicates some of the core skills required by an effective Management Committee. This exercise is most effective if completed as a sub-committee or by the Management Committee, considering the collective expertise of your Committee. However, if handled sensitively, this could also be completed as a skills review with individual Committee members.

1. Check that these skills are all relevant to your committee's role and responsibilities. You may wish to add to this list, tailoring to the needs of your own organisation. Make sure you consider the future development plans for your organisation to ensure that your Committee has the skills to lead the organisation over the next 1-3 years.
2. Consider, does your Management Committee have each of these skills amongst its members?
3. Consider, is the skill level adequate to enable the Committee to carry out its responsibilities effectively? (You may, for example, find that one person has skills in strategic planning, but really, each Management Committee member needs to be able to actively contribute to this process.)
4. Not all of these skill areas will be high priority for your committee at the current point in time. Nor can you take action in every area simultaneously. Prioritise those which are most urgent and vital to your ability to deliver on your objectives. (E.g. if you are shortly to be running a public campaign, media skills may currently be a particularly high priority).
5. Finally, ensure that your skills audit translates into improvements in your committee's effectiveness by putting in place an action plan, with target dates, and delegated responsibility.

Remember! When drawing up your action list, don't forget to add a due date for each action to ensure that your list is time bound and delegate responsibility to ensure the action is completed.

Areas of skill/expertise	Do we have these skills?	Are skills at a satisfactory level?	Rate priority 1 – urgent 2 – important, but not urgent 3 – can wait	Action Required	Target date?	Who will be responsible?
Example Budgeting	Yes	<i>Not all Management Committee members have adequate skills</i>	<i>2 – important, but other Committee members can carry in short term</i>	<i>Example: Specify requirement for budgeting or financial management skills when recruiting new members. Organise short training session.</i>		
Budgeting						
Chairing						
Employment issues/practice						
Evaluation & monitoring						
Financial management						
Fundraising						
Legal awareness						
Management						
Media						
Minute taking						
Networking & public speaking						
Organising events						
Policy making						
Promotion & marketing						
Strategic/operational planning						

Committee Job descriptions

It is the responsibility of **all committee members** to ensure that:

- The setting meets all the legal requirements to operate as a childcare setting and registered charity
- Sound financial systems are established and maintained and the setting is sustainable to run
- Confidentiality is maintained at all times

Below is a summary of roles and responsibilities of the 3 main committee members. Tasks can be shared with other committee members.

Chairperson

- Be the 'Nominated Person' for the group with Ofsted
- Oversee the recruitment, induction, training and appraisal systems for all new staff and volunteers
- Line manage the Supervisor/Manager and any paid office staff, eg Administrator, Bookkeeper
- Conduct the annual appraisals of the Supervisor/manager and any paid office staff
- Chair and keep order at committee meetings, conduct voting if required, and hold the casting vote.
- Delegate tasks to other committee members
- Act as spokesperson for the setting where necessary
- Conduct an Annual General Meeting (AGM) as stated in the setting's constitution, and give the Chairperson's Annual Report
- Act as the first point of contact for management issues
- Work with the Treasurer and committee to ensure that financial sustainability is maintained
- Ensure new Committee members are made to feel welcome and have a sound induction and handover process.

Secretary

- Deal with correspondence on behalf of the committee
- Prepare and circulate agendas in advance to give committee members the opportunity to prepare for meetings.
- Arrange venues for meetings
- Take minutes and keep written records of committee meetings and AGMs.
- Ensure minutes are circulated to committee members and staff, and that a copy is available in the setting's Operational Plan* (ensuring confidentiality issues are recorded and circulated appropriately)
- Ensure adequate notice is given to all parents/members of the Annual General Meeting (AGM)
- Assist the Chairperson to maintain staff and committee/volunteer records, including Ofsted EY2/EY3 forms and DBS checks.
- Maintain an up to date list of committee members and contact details
- Advise appropriate contacts (Ofsted, Families Information Service, Oxfordshire County Council, Charities Commission) of changes to the committee and/or staff.
- Keep diary dates for renewals such as insurance, Ofsted registration.
- Update staff contracts, terms and conditions and job descriptions, following review by the Committee

- Update policies and procedures, following review by staff and Committee
- Organise advertising and marketing activities, including updating the setting's prospectus, leaflets and posters.

Treasurer

- Work with the committee to ensure the financial stability of the setting is maintained
- Ensure safe accounting systems are in place at all times
- Ensure accurate records are kept of all financial transactions
- Support the Committee in making financial decisions by providing cash flow forecasts and information for AGM/budgeting meetings
- Ensure that the setting's budget allows for contingency/reserve funds to deal with unexpected repairs and staff redundancy (recommended 3-4 months running costs)
- Review annually, with the Committee, fees and staff salaries, taking into account minimum wage rises, employment legislation and staff qualifications
- Ensure all bills, invoices and wages are paid on time
- Arrange collection of fees and issue receipts
- Ensure all money from fees and fundraising is banked as soon as possible
- Make sure all claims are completed and submitted on time, eg Early Education Funding
- Provide a written financial report at each Committee meeting and Annual General meeting (AGM)
- Ensure end of year accounts are independently examined (in line with Charity Commission requirements)
- Ensure bank mandates are updated for new signatories
- Take responsibility for the setting chequebook (never asking officers to sign blank cheques)
- Ensure two officers' signatures are on each cheque issued
- Ensure reconciliation of accounts is carried out weekly, monthly and at the financial year end
- Ensure petty cash system is set up for staff and committee expenses and ensure expense claims are paid on time
- Ensure committee members are aware that they can be reimbursed for expenses incurred while carrying out their roles as committee members/officers

Other committee member's responsibilities

- To support the roles of Key Officers as required
- To attend committee meetings and AGMs
- Be familiar with the group's constitution, policies and procedures and legal frameworks (EYFS/Ofsted)

Other Specific areas of responsibility that can be delegated:

Additional specific areas of responsibility can be delegated as follows:

Staffing:

Responsibility for the safe recruitment of staff and volunteers, induction, training, staff development, appraisals, employment law etc

It is ultimately the committee which are responsible for the managing of the supervisor/manager of the provision; this includes having regular one to one meetings and an annual appraisal. Meetings between the elected committee member and the manager must include the managers own needs and development and the day to day organisation (resources, staffing, children and premises), see example template. It is the supervisor/manager's responsibility to fulfil this role to the rest of the staff in the setting.

Having regular one to one meetings are important to effectively manage the leader and ensure they are carrying out their role and to provide the leader with an opportunity to raise any concerns, training needs, issues with the setting, children, and staff.

If at any point the committee receive a safeguarding allegation about the leader, they should follow the allegations staff process from Oxfordshire Children's Safeguarding board. If a safeguarding allegation is received for any other member of staff, the leader or designated safeguarding officer should carry out the same process. The leader must notify the chair or safeguarding committee officer of the allegation.

Health and safety:

Responsibility for ensuring the setting is a safe place for children and adults, including

- safety standards and checks of toys and equipment
- building and ground checks
- risk assessments
- ensuring fire drill records, visitors book and first aid box are maintained
- maintaining staff awareness of health and safety issues

Marketing/publicity

Advertising and marketing, including newsletters, prospectus, posters

Fund Raising:

Organise fund raising events, establish annual fund raising plan/calendar

Committee meetings

Preparing for the Meeting

Venue

- Is the venue accessible? (Are there adequate parking facilities? Is there wheelchair access?)
- Is there enough space, and furniture, to comfortably accommodate all invitees?
- Is the venue free from distractions? (When meetings are held in a Committee Member's home, there can often be interruptions from children, telephone calls etc)
- Is the venue suitable for confidential discussion? (avoid holding meetings in a public place where discussions could be overheard)

Time

- Is the time of the meeting convenient for invitees? (If meetings are held during the day, does this exclude invitees who are working? Does the time fit in with childcare arrangements?)
- Is enough notice given to allow members to attend, including organising childcare?

Documents

- Has Agenda been circulated?
- Have minutes of last meeting been circulated?

Conducting the Meeting (Chair)

- Ensure there is a quorum present (in line with your Constitution)
- Ensure there is somebody present to take the Minutes (usually Secretary).
- Ensure that sensitive discussions are recorded in an appropriate way to ensure that any individual or family cannot be identified, and to avoid causing any embarrassment. (It is good to use initials when writing minutes and recording actions)
- Welcome all members at the beginning of the meeting (and include housekeeping if required)
- Remind everyone of confidentiality and to respect the opinions of other members
- Record list of attendees and any Apologies for Absence
- Give everyone a copy of the Agenda and previous Minutes
- Discuss and sign Minutes from previous meeting, and update on any matters arising or agreed actions from previous meeting
- Keep to the Agenda and Time frame. It is important to let members know times before the meeting
- Clarify any Actions arising from discussions, ensuring these are duly recorded
- Set date for next meeting
- Close meeting

After the Meeting

Share typed up minutes from the meeting with parents, it is suggested a copy is placed on the Notice Board and in the setting's Operational Plan.

Minutes of meetings

A copy of the minutes of meetings, from the last year, should be kept in this section and will include minutes from:

- Committee meetings
- Sub-committee meetings
- Annual General Meetings
- Extraordinary General Meetings

All minutes from meetings should be kept as long as the setting registration ceases.

Annual Reports

- The Annual Report is produced by the Chair of the Committee to be read out at the AGM
- A copy of the Annual Report should be kept in this section.
- A copy of the Annual Report should be sent to the Charity Commission with the Annual Returns and Financial Accounts each year.

Effective meetings

General Meetings:

Your constitution will state the minimum number of committee meetings that you must hold in a year. Meetings should have an agenda that are circulated a couple of weeks in advance of the meeting so that everyone knows what is expected of them and what issues will be discussed. The secretary with input should draw up the agenda from the chair, other committee members and the leader. The secretary should record the names and therefore number of people in attendance.

Annual General Meetings:

The committee is elected for the coming year at the AGM. Voting can be recorded by a show of hands or by ballot. At this meeting the treasurer, chair and leader should give an annual report.

Open meetings:

An open meeting is open to all and does not involve business discussions and decision-making, for example you might have decided to invite a speaker.

The agenda:

Date, time, place of meeting

- Apologies for absence
- Minutes of the previous meeting
- Any matters arising from these minutes
- Chairs report
- Treasurers report
- Secretary's report on any received correspondence
- Leaders report
- Any important items for discussion
- The date, place and time of the next meeting
- Any other business- this should be kept to a minimum

A meeting has the following functions:

- receive information
- consult members on their opinions, views and feelings
- discuss important policy decisions
- make decisions
- review past decisions
- plan for the future

Effective meetings:

- have detailed agenda -sent out at least 1 week in advance
- agenda items in a logical order
- most important agenda items to come at start of meeting
- clear reports given – information, discussion or decision
- time allocation for each item
- agreed time of meeting to end
- minutes to summarise main points – who will act and by when
- people listen
- chair is in control

Role of Committee Members before a meeting:

- read agenda
- read any relevant papers
- think about issues to be raised
- have any points they want to raise

Role of Committee Members in a meeting:

- join in discussion
- have constructive ideas
- listen to others
- try to find areas of agreement
- avoid personal attacks
- accept decisions made by the majority

Chairing a meeting effectively:

- keep meeting focused
- draw out quieter people
- stimulate discussion
- control the group calmly
- recognise a potential decision
- stop discussion
- Keep to agenda and time-frame
- Ensure information is clear and relevant
- Control discussion and ensure full participation
- Ensure organisations policies are applied
- Identify decisions taken and ensure they are recorded
- Ensure any actions allocated to individuals are recorded
- move on

Staff role at Committee meetings:

- inform committee of activities and raise issues
- advise committee
- feedback items
- it is good practice to pay staff if attending committee meetings
- Depending on the constitution, permission can be given for paid members of staff to be elected onto the committee, as long as the trustees consider it to be in the best interest of the charity (e.g. providing best value)
- They should not feedback any confidential items
They can withdraw before discussions on items such as pay -often these come first on the agenda then staff join the meeting later.

Decision-making:

Ensure all committee members have read or heard all relevant information

What choices are available and what are the constraints

Agreement on the aim/objective, things to consider

- How is the aim to be achieved
- what are the steps and resources required

Possible barriers to effective meetings:

Reason of meeting unclear – no evidence of focus

Papers not sent out, - or too late for members to read them before the meeting

Not keeping to the agenda – or no agenda

Long discussions with no conclusion

Dominant individuals

Overload of work

Absent members – difficult for committee to function properly

Conflict – negativity

Rushing discussion – it is important to talk things through thoroughly

No continuity, no follow-up – erodes effectiveness of committee

Issues for Committees:

Dominant individuals

Members who do not attend

Not enough members

Overload of work

Old versus new committee members

Example Agenda

Committee meeting to be held on Wednesday 21st June 2009 at 7.30pm in the meeting room, Sunnyside Community Centre.
(Please note meeting will finish no later than 9.00 pm)

Agenda

1. Apologies -3 mins
2. Minutes of meeting held on 20th March- previously circulated
3. Matters arising -5 mins
4. Chair's report -10 mins
5. Treasurer's report:
 - a, Review of budget -15 mins
 - b, Unexpected expenditure on outside play equipment - 5mins
6. Secretary's report:
 - a, Correspondence received from Sunnyside Community Centre Management Group -4 mins
 - b, Correspondence received regarding 2007 town parade and fair -10 mins
7. Leader's report -10 mins
8. Items for discussion:
 - a. Review of staffing levels -20 mins
 - b. Ideas for fund raising stall for Town fair and parade (Fundraising group- set date for meeting) -5 mins
9. Date of next meeting.
10. AOB

Please send your apologies to the secretary if you can not come to the meeting.

Example Minutes

Minutes of committee meeting held on 21st June 2006.

Attending: Mary Bridge, Tessa Briggs, Robin Long, Steve Majid, Karen Smith, Paula Stearn, Anita Parker,

Agenda Item		ACTION
Item 1	Apologies received from Becky Taylor (secretary) unable to attend due to illness Karen Smith took role as minute taker.	
Item 2	Minutes of last meeting previously circulated	
Item 3	There were no matters arising from the previous minutes	
Item 4 Chair's report	<p>Steve gave a report on the progress the group has made this year</p> <p>A copy of the report to be pinned up on the parent's notice board.</p> <p>Steve reported that he had spoken to Bob from the Community Centre and the repairs to the Centre roof are likely to take place in the summer holiday. If the repairs are not completed when the children return in September arrangements can be made to use the hall if our room is still dangerous</p>	
Item 5 Treasurer's report	<p>a, Tessa reported that the budget was looking very healthy due to fundraising efforts, the marketing grant and 6 new starters.</p> <p>b, The replacement boards for the climbing frame will cost £75 each and can be installed by Bob from the centre for free. There was enough money in the budget to pay for the boards.</p>	Secretary and Treasurer
Item 6 Secretary's report	As Becky was absent Steve reported that the letter from the Community Centre was just official notice of building work already mentioned.	

	<p>b, Correspondence regarding town fair and parade. Committee discussed issue and voted to run stall at fair but not to enter parade due to lack of time.</p>	
<p>Item 7 Leaders report</p>	<p>Annabelle gave her report. The 2 sets of twins are proving challenging. Need to look at staffing levels.</p> <p>Annabelle reminded chair she would like help with staff appraisals at end of term.</p>	<p>Chair and Leader</p>
<p>Item 8</p>	<p>a, review of staffing levels: Committee discussed issue and decided that assistants Kerry and Lisa should be offered an extra session each for the rest of this term.</p> <p>b, Stall for town fair- Karen, Robin and Anita volunteered to run fundraising meeting for parents and to organise the stall on the day.</p>	<p>Chair and treasurer Karen, Robin and Anita</p>
<p>Item 9</p>	<p>Date of next meeting 2nd October 2006. (AGM)</p>	
<p>Item 10</p>	<p>There was no AOB. Meeting ended at 8.40pm</p>	

Section 2

Business Development/Managing finances

Information to be stored in this section:

Business Plan All groups should have an up to date Business Plan. See running a group on Oxfordshire County Council webpages for further information.	
Marketing Plan It is important to have a marketing plan and advertise your setting, preparing for the year ahead.	
Audited accounts	
Break Even analyses	
Cash flow forecasts	
Fund raising and grant information	
Yearly planning Sample events diary	

Sample events diary

This sample events planner will help you with Annual planning.

January	Organise staff supervision meetings for the year. Committee meeting: Plan the years fundraising events. Discuss changes in law and regulations, ACAS updates,
February	
March	Staff appraisals: chairperson and secretary. Prepare Easter fundraising.
April	Set budget for new financial year, pay annual fees memberships, insurance renewals, annual registration fee to Ofsted.
May	Committee meeting: Update policies, staffing, develop promotional campaign.
June	
July	Hold summer fundraising event
August	
September	Committee meeting: Prepare for AGM, audit annual accounts, monitor set budgets, returns to the charity commission.
October	
November	AGM: Recruit new committee members
December	Hold Christmas party/fundraising event.

*Appraisals are meetings that allow you to discuss work performance. There is no legal requirement to carry out appraisals, but most employers have a yearly or twice-yearly review process.

*The [Statutory Framework for the Early Years Foundation Stage \(EYFS\) 2017](#) requires that early years practitioners are engaged in a cycle of supervision.

The key elements of supervision are coaching, training, personal development and the focus on children and their well being. It should also be a two way process that enables both parties involved to develop a positive and mutually supportive discussion and ongoing development plan.

Please remember not all supervision needs to be planned. Spontaneous supervision must occur in the event of concerns or safeguarding issues arising. An 'open door' culture should be emphasised when implementing a system for supervision.

Running a group

Business, financial and legal aspects of running and managing early years and childcare settings.

A guide to marketing

Promoting your setting raises its profile and is essential to sustaining services in the long term.

Business planning

Business planning is essential for all early years and childcare providers.

Charity law

Not-for-profit early years and childcare providers should register with the Charity Commission.

Fundraising and finding funds

Information and advice on fundraising and finding sources of funds for your setting.

Legalities of employing staff

Guidance on meeting employment law.

New out of school provision

Get advice on raising funds to set up and run your provision.

Policies for your setting

Advice about adopting, implementing and reviewing policies.

Recruitment of staff

Information about recruiting staff and volunteers for your childcare setting.

Responsibilities

Find out about the roles and responsibilities of your committee.

All business and financial and legal information can be found here
<https://www.oxfordshire.gov.uk/cms/public-site/running-group>

Section 3

Legal documents required by the committee

Constitution	
Articles of Association or Memorandum (if applicable)	
Charities Commission details and Charity Number/governance	
Companies house details (if applicable)	
Insurance details (copy of Insurance Certificate)	
List of DBS Disclosure numbers for Committee members (single central record?)	
Lease or Licence agreement	
List of Providers (LoP)	
Health and Safety Risk Assessment and Fire Risk Assessment	
Disability Discrimination Act (DDA) Assessment	
Data Protection information	
Storage of information (how long documentation should be kept for)	

Governance

Governance: different legal structures <https://www.gov.uk/business-legal-structures/overview>

There is a choice of legal structures for your out of school club or play provision. Choosing the right structure for your organisation is very important and you should take time to consider which one is suitable for you.

Sole Trader

This is simplest form of a business where one person has total responsibility and control. Any profits belong to them, as do any losses. The downside is that if things go wrong the individual is personally liable for the debts of the business.

Partnership

A partnership is where two or more people work together to run and manage a business. The benefits are the sharing of skills, experience, resources, duties, profits losses and risks. The drawbacks are that unless the partnership is limited, personal liability exists for all partners. It's always good practice to draw up an agreement to formalise any partnership.

Private Limited Partnership

This type of partnership enables partners to limit their personal liability in the event that the business fails. In return for this protection partners must comply with a number of legal obligations such as submitting audited accounts to Companies House.

Company Limited by Shares

A company limited by shares falls within the private, for profit sector. It is set up and operated by one or more directors. Directors are responsible for complying with specific legislation including submission of accounts, holding meetings and keeping records. Director's liability is limited and in most situations, even if the business gets into difficulties, the directors will not be held personally liable for debts unless they have provided personal guarantees.

Community Interest Company (CIC)

The CIC is a limited company with special additional features, created for the use of people who want to conduct a business or other activity for community benefit, and not purely for private advantage. The CIC Regulator has to approve the registration of a company as a CIC and ensures that it is established for community purposes and that its assets and profits are dedicated to these purposes.

Company Limited by Guarantee

A company limited by guarantee falls within the not for profit sector. Directors have to comply with the requirements of Companies House, however the liability of directors is protected and the profits from trading have to be invested back into the business rather than being distributed to shareholders. A company limited by guarantee can also have charitable status which makes it a popular choice for many out of school providers

Co-operative

Co-operatives are businesses owned and democratically controlled by their members - the people who use their services - not by investors. In simpler terms the customers are the owners. Unlike investor owned businesses, co-operatives are organised solely to meet the needs of the member-owners, not to accumulate capital for investors. Co-operative members elect a board of directors from within the membership.

Registered Charity

Many voluntary sector businesses become registered charities as this enables them to apply for funds and grants from charitable trusts and foundations. Run and managed by a voluntary management committee, the organisation is accountable to the Charity Commission and has to comply with charity legislation. A registered charity is an unincorporated organisation/association but can apply for incorporation as a company limited by guarantee.

Unincorporated Association

An unincorporated association is managed by a voluntary management committee and will have a constitution. Each member of the management committee is equally responsible for the management of the organisation and personally liable for any debts if difficulties arise. Many organisations start as an unincorporated association and later choose to become a registered charity and/or become incorporated.

Charitable Incorporated Organisation (CIO)

An additional legal structure for voluntary organisations may soon be available. The Charities Bill 2006 includes provision for organisations to become a Charitable Incorporated Organisation (CIO). This will be a limited liability organisation registered with and accountable only to the Charity Commission, removing the need to be accountable to both the Charity Commission and Companies House, which is the current situation for a charitable company limited by guarantee. Implementation has not taken place and is currently on hold.

Further information and advice

National Council for Voluntary Organisations www.getlegal.org.uk

Companies House www.companieshouse.gov.uk

CIC Regulator www.cicregulator.gov.uk

Charity Commission www.charity-commission.gov.uk

Business Link www.businesslink.org.uk

Charitable Incorporated Organisation (CIO)

A Charitable Incorporated Organisation (CIO) is a new incorporated legal structure for a charity.

It is important to choose the most suitable charitable structure, either for new charities or existing ones which wish to convert. The main structures for childcare providers would be an Unincorporated Association, a Charitable Company, or the new Charitable Incorporated Organisation.

An Unincorporated Association structure leaves trustees and members, who are usually parents for childcare providers, personally liable for any costs that the charity is unable to meet. Therefore, it is strongly recommended that either a Charitable Company, which is more suited to large voluntary organisations, with significant property holdings or high staff levels or a Charitable Incorporated Organisation (CIO), which is the preferred choice by most providers is considered. A Charitable Incorporated Organisation (CIO) is a new incorporated legal structure for a charity. The CIO provides charities with many of the advantages of incorporation as a company limited by guarantee, but without the need to register with both the Charity Commission and Companies House. The Charity Commission is now accepting applications for CIO registration from existing charities.

Legal status

A [CIO](#) is a corporate body which is regarded as having its own a legal identity, meaning that the CIO can directly enter into contracts, employ staff, incur debts, own property, sue and be sued. The trustees do not have to do this on the charity's behalf, as they do with an unincorporated charity. This provides greater protection from personal liability for the trustees. Trustees who seek to protect their personal liability through incorporation must always be aware that they cannot completely avoid responsibility for the actions taken in respect of their charity. If they are ever proved to have been reckless, negligent, have acted illegally or outside their powers, then they may be found personally responsible.

Model constitution

To speed up the process of applying to become a CIO, **the Pre-school Learning Alliance has developed a *Model CIO Constitution for Childcare Providers***, which has been approved by the Charity Commission for approval. Using their model will help you to ensure that you include all the provisions that your childcare CIO needs to:

- meet legal requirements and comply with good practice; and
- be practical and workable for a childcare provider with a parent committee

Anyone wishing to adopt the model constitution in its entirety will gain automatic approval of their governing document on registration with the Charity Commission. **The Pre-school Learning Alliance** has prepared e-guide '[Charitable Incorporated Organisations: Registering a childcare provider as a CIO](#)' to support Alliance member childcare providers in the process of registering a new or existing charity as a CIO. Alternatively the charities commission also have [model governing documents](#) that you can adopt.

Registering a CIO

Once you have chosen and prepared your model governing document you will need to apply online to [register](#)

FAQs

Other useful links to information regarding a CIO are the charities commissions [FAQs](#)

The process of applying for a DBS check for Committee members **NEW Guidance**

Telephone Ofsted with the names of the new committee members names, ensure old committee members are no longer registered with Ofsted. It is important to inform Ofsted of the committee changes within 14 days.

Process:

- Within the next 14 days any new committee members must complete and submit a Declaration and Consent Form (EY2) via the Ofsted Online website: <https://onlineofsted.gov.uk/OnlineOfsted/default.aspx>. Please note that the EY2 must be completed by the individual via their personal Government Gateway account.
- They will also need to obtain a Disclosure and Barring Service (DBS) check.

Please note: If they already have a DBS check through an organisation other than Ofsted, this must be 'Child Workforce', Enhanced and must be signed up to the DBS Update Service in order to be accepted.

- Instructions on how to apply for the DBS check can be found at the following link: <http://ofsteddbapplication.co.uk>
- After reading the guidance the site will ask for a 'Capita Organisation Reference', this is: OfstedA

It will also ask for a password - this should be left blank. Full instructions and guidance on how to apply for a check are available on the website.

For information on the costs of DBS checks, please see the FAQ section of the website: <http://ofsteddbapplication.co.uk/faq>

A completed DBS check is not required in order to complete the EY2, but it is required for Ofsted to establish an individual's suitability. As such, failure of an applicant to obtain a DBS check meeting the above requirements may lead to Ofsted deeming them unsuitable and may also result in our taking regulatory action in relation to the registration.

Charities Commission

Update your provider details:

Update your charity's details including your named contact, trustees and activities.

<https://www.charitycommissionni.org.uk/manage-your-charity/update-your-charitys-details/>

It is important to sign up to are you signed up to the Charity Commission news

<https://www.gov.uk/government/collections/charity-commission-news>

Section 4 Managing staff

The following information can be stored in this section:

Employment policy	
Induction checklist	
Disciplinary Procedures - ACAS http://www.acas.org.uk/index.aspx?articleid=1774	
Staff supervision/ Appraisal information. See templates on the Early Years Toolkit http://www.oxfordshireearlyyears.co.uk/	
DBS checks for staff	
Single Central record.	

The Early Years team would strongly recommend that a committee member attends supervision and appraisal training.

Single central record - This is not a legal requirement; however we recommend you complete one for staff and committee members. Example can be found on the Early Years toolkit.

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
Pre-employment induction	Possible topics			
<p>Prepare the new employee for their first day at work and keep in contact while waiting for pre-employment checks to be completed.</p> <p>Employment contract to be given/sent to employee. Statutory legal requirement for all employees to have a written statement within their second month of employment.</p> <p>For more information and guidance about written statements of employment visit https://www.gov.uk</p>	Written conditional offer of employment sent to new employee	<input type="checkbox"/>		
	Enhanced DBS check completed for new employee	<input type="checkbox"/>		
	Terms & conditions sent to new employee	<input type="checkbox"/>		
	Job description and specification sent to new employee	<input type="checkbox"/>		
	Setting literature, e.g. latest newsletter	<input type="checkbox"/>		
	Recommended reading, e.g. revised EYFS framework/safeguarding policies	<input type="checkbox"/>		
	Instructions for reporting to work sent to new employee	<input type="checkbox"/>		
	Any initial questions answered.	<input type="checkbox"/>		
	New employee has received employment contract	<input type="checkbox"/>		
First day induction	Paperwork checked and signed and setting vision explained			
Line manager of new employee to meet and welcome new employee.	Contract of employment signed by employee and received by manager. Check that the employee understands the contract and has signed it and returned it to employer/manager.	<input type="checkbox"/>		
	Manager to receive and check relevant paperwork, e.g. P45, work permit, birth	<input type="checkbox"/>		

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
	certificate & passport, DBS certificate, contact details			
First day induction - employee is shown around the building and the fire procedure explained	Help employee to get to know the setting			
	Where the toilets are situated	<input type="checkbox"/>		
	Where the staff room is (if applicable)	<input type="checkbox"/>		
	Fire evacuation assembly point (include fire procedure in staff handbook)	<input type="checkbox"/>		
	Other important rooms/areas	<input type="checkbox"/>		
	Meet and greet colleagues and management	<input type="checkbox"/>		
	Introduced to buddy or mentor (if applicable)	<input type="checkbox"/>		
	Staff shown day-to-day setting routine – including lunch breaks/other breaks	<input type="checkbox"/>		
First Day Induction - staff requirements	Topics to cover (where applicable)			
Ensure all relevant information is included in the staff handbook.	Staff uniform (dress code)	<input type="checkbox"/>		
	Wearing of name badges	<input type="checkbox"/>		
	Signing in/out of workplace	<input type="checkbox"/>		
Once the first day induction has been completed ensure that the new employee starts working on some basic tasks	Procedures for accepting visitors/collecting children	<input type="checkbox"/>		

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
	Important policies and procedures explained(especially safeguarding)	<input type="checkbox"/>		
	Sickness policy explained	<input type="checkbox"/>		
	Catering & refreshment facilities	<input type="checkbox"/>		
	Parking facilities	<input type="checkbox"/>		
	Union membership and recognition explained	<input type="checkbox"/>		
	Pension scheme	<input type="checkbox"/>		
	Mobile phone policy	<input type="checkbox"/>		
	Annual leave entitlement	<input type="checkbox"/>		
	Other employee benefits	<input type="checkbox"/>		
	Any bonus or reward schemes	<input type="checkbox"/>		
	Give employee current staff handbook	<input type="checkbox"/>		
Main induction/probationary period	Topics for discussion with employee			
This is a good time for employer and employee to get to know each other. It is a two-way process.	Business vision, aims and objectives	<input type="checkbox"/>		
	Setting aims and objectives	<input type="checkbox"/>		
Any written notes taken during review/probation meetings should be kept secure and confidential in	Induction/probation and what it entails, including the length of time (weeks/ months) it will take.	<input type="checkbox"/>		
	Schedule of regular supervision	<input type="checkbox"/>		
	How employee finds his/her workload	<input type="checkbox"/>		
	Agree objectives/goals with the employee	<input type="checkbox"/>		

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
accordance with the Data Protection Act 1998.	Relevant policies and procedures	<input type="checkbox"/>		
	Employee's training needs and check that employee has booked to attend or has attended the training	<input type="checkbox"/>		
	Work shadowing explained (if in place) and introduce employee to people/ person they will be shadowing	<input type="checkbox"/>		
	Employee's performance so far	<input type="checkbox"/>		
	Any problems or queries that the employee has.	<input type="checkbox"/>		
	Ensure new employee is helped to socially integrate with colleagues.	<input type="checkbox"/>		
	Ensure that employee understands the principles of the Early Years Foundation Stage (EYFS)	<input type="checkbox"/>		
Performance appraisals/supervision after induction/probationary period	Suggested frequency of supervision and topics			
Employers should continue to hold regular review meetings with employees even after the Induction/probationary period has ended. This will help to maintain positive relationships and to ensure employees are motivated and that their aims and objectives are aligned to the aims and objectives of the business.	Book regular formal performance appraisal/supervision meetings with all employees. These should take place regularly – ideally, every four to six weeks.	<input type="checkbox"/>		
	A planning meeting should be held after induction is completed to set objectives and agree training and development needs. Regular supervision meetings can cover any relevant subject although would mainly	<input type="checkbox"/>		

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
<p>It is considered best practice to keep written notes of supervision and performance appraisal meetings. Notes should be confidential and kept securely and in accordance with the Data Protection Act 1998 and be accessible to the employee when requested.</p>	<p>focus on progress towards achieving objectives and development.</p>			
<p>Useful induction materials/advice that the whole children and young people's workforce should know about</p>				
<p>Early Years Foundation Stage (EYFS) https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p>	<p>The Early Years Foundation Stage (EYFS) 2017 is a comprehensive statutory framework that sets the standards for the learning, development and care of children from birth to five.</p> <p>All providers are required to use the EYFS 2017 to ensure that whatever setting parents choose, they can be confident their child will receive a quality experience that supports their care, learning and development.</p> <p>The EYFS framework can be downloaded from the Department for Education Website at https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p>			

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
	Staff member must read and understand policy	<input type="checkbox"/>		
	Place copy of policy in staff handbook	<input type="checkbox"/>		
<p>Other essential policies and procedures: Discuss with employee but copies should be made available to employee to read and digest. The adjacent list contains just a few policies and procedures. There may be others; it is the setting's responsibility to remain up to date.</p>	Staff policy (Code of Conduct)	<input type="checkbox"/>		
	Dealing with allergies and administering medication	<input type="checkbox"/>		
	Equality and Diversity	<input type="checkbox"/>		
	Fire Safety	<input type="checkbox"/>		
	Food Hygiene	<input type="checkbox"/>		
	Health and Safety	<input type="checkbox"/>		
	Paediatric First Aid	<input type="checkbox"/>		
	Safeguarding	<input type="checkbox"/>		
	Safer Recruitment	<input type="checkbox"/>		
Training				
Internal training (provided by employer) identified by manager and arranged for staff member to attend.	Check that the employee has booked and attended training	<input type="checkbox"/>		
	Computer software training (if applicable)	<input type="checkbox"/>		

**Staff Induction checklist – Ensure this is completed by a committee member when employing a new manager.
The manager will complete this for other new staff members.**

Topic	Notes	Tick	Manager's Signature	Employee's Signature
<p>Continuous Professional Development (CPD).</p> <p>The manager should help and guide the employee to identify any additional training needs they might have and ensure the employee books appropriate training.</p>	<p>Examples of CPD include:</p> <ul style="list-style-type: none"> • Assessment in the EYFS • Food Hygiene • Health and safety • Inclusion • Paediatric First Aid • Recruitment Best Practice • Safeguarding 			
<p>Qualification Training.</p> <p>The GOV.UK qualifications tool gives a list of all relevant accredited qualifications.</p> <p>https://www.gov.uk/early-years-qualifications-finder</p> <p>If you need further advice about qualifications visit https://oxfordshirecpdonline.com/cpd/default.asp</p>	<p>There are lots of training courses available to anyone that wants to work with children, young people and their families.</p> <p>When deciding on any training for staff the following should be considered:</p> <ul style="list-style-type: none"> • If the employee needs further training • The type and content of the course • The most appropriate style of study • Which training provider to choose • Affordability – including course costs, costs to the learner, staff cover, travel costs etc. 			

DBS checks for staff

TMG CRB

Telephone number: 0115 969 4609

Fax: 0115 982 1307

Postal Address: TMG CRB, 1 Wilford Park, Ruddington Lane, Nottingham, NG11 7EP

Email Address: crb.enquiries@tmgcrb.co.uk

Website Address: www.tmgcrb.co.uk

Capita Education Resourcing (CER)

Telephone Number: 0870 850 2516

Fax Number 0114 275 5800

Postal address: Capita Education Resourcing, Walsh Court, 10 Bells Square, Lane, Sheffield, S1 2FY

Email Address crb.enquiries@capita.co.uk

Website Address: www.capitaers.co.uk

Atlantic Data Ltd

Telephone number: 08719 774 600

Fax number: 08718 724 129

Postal address: Atlantic Data Ltd, PO Box 6090, Milton Keynes, MK1 9BW

Email: earlyyears@disclosures.co.uk

Website: www.disclosurescrb.co.uk/earlyyears

Section 5
Ofsted information

Copy of Ofsted Registration Certificate	
Latest Ofsted report	
Correspondence from Ofsted	
The committee and safeguarding requirements	
Early Years Foundation Stage requirements	
Early Years Inspection Handbook	
Committee/staff action plan after completing checklists	

Ofsted Registration

Ofsted registered providers can be on the following two registers:

- The Early Years Register
- The Childcare Register
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/650103/EY_and_childcare_reg_handbook.pdf

If you provide early years childcare and you care for children up to the 31st August following their fifth birthday, you must register on the Early Years Register and deliver the [Early Years Foundation Stage 2017 \(EYFS\)](#).

Statutory Framework for the Early Years Foundation Stage 2017 (EYFS)

The EYFS is mandatory for all early years providers on the early years register.

The framework consists of three sections:

- The Learning and Development Requirements
- Assessment
- The Safeguarding and Welfare Requirements

The committee must have an awareness of the content of the EYFS. The day to day responsibility for implementing the EYFS will be delegated by the committee to the manager and the staff. They are the professional experts.

Why are childcare settings registered with Ofsted?

To protect children:

- To ensure providers meet the requirements of the Early Years Register
- To ensure providers provide good outcomes for children
- To ensure children are safe and healthy

Who has the overall responsibility for the provision?

The registered person (the committee) has overall responsibility for the provision of childcare and is legally responsible for ensuring compliance with the requirements of the Early Years Register and any conditions imposed by Ofsted. Registered persons do not have to work with children or be involved in the day-to-day organisation of the childcare.

How to comply with the Ofsted registration requirements

- Ensure every person looking after children on the premises suitable to look after young children.
- Ensure every person living or working on the premises suitable to be in regular contact with young children?
- The premises, including any equipment is suitable for use with young children
- You have the correct adult: child ratios. This information is in the EYFS and you can discuss this requirement with the manager of your setting.
- You let Ofsted know of changes and relevant events:
 - change of premises – address, facilities, hours/closures.
 - change of people – committee.
 - change of welfare requirements - outbreak of infectious diseases, serious injuries, allegation against staff members, any serious event that will harm children.Refer to the EYFS for full details.

The committee are required to understand how to safeguard children

The legal framework supporting the safeguarding of children and child protection is:

- Children Act 1989
- Protection of Children Act 1999
- Data Protection Act 1998
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006

What Oxfordshire Safeguarding Children Board (OSCB)?

OSCB is a statutory board, which has been set up in accordance with the Children Act 1989 and Working Together to Safeguard Children. All agencies and organisations that work with children and young people are required to work in partnership to keep children safe from harm.

The OSCB agrees how local services and professionals should work together to safeguard and promote the welfare of children.

It provides a range of training which aims to assist practitioners in building their skills in inter-agency working for safeguarding children and young people.

Working Together to Safeguard Children

This guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children. The guidance clarifies the core legal requirements, making it much clearer what individuals and organisations should do to keep children safe and promote their welfare.

Remember - **safeguarding children and young people from harm is everyone's business.**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Safeguarding Designated Person

You must have a named Safeguarding Designated Lead in your setting and a deputy.

The EYFS welfare requirements state that " In group provision a practitioner must:

- Be designated to take the lead responsibility for safeguarding children within the setting
- Attend a child protection course
- Liaise with local statutory children's agencies "as appropriate"

At least one member of the committee should have attended face to face safeguarding training to understand the role of the Safeguarding Designated Leads role.

It is the Safeguarding Designated Person's role to:

- Ensure safeguarding policy is implemented, monitored and reviewed
- Ensure procedures to support safeguarding are effective
- Keep staff up to date through induction, staff meetings, regular awareness training
- Ensure staff know and understand the settings policy and procedures
- Ensure safe recruitment practices are followed
- Ensure that parents are kept informed when appropriate
- Carry out an annual safeguarding audit
- Liaise with OSCB as appropriate
- Liaise with and share information with other agencies as appropriate
- Manage record keeping processes for safeguarding
- Refer to OSCB policies and procedures
- Attend designated person networks/training as required

The Oxfordshire Safeguarding Children Board provides safeguarding information and training, contact details are in the back of this pack.

Allegations against Staff

The Local Authority Designated Officer (LADO) manages any allegations against committee members and staff. Contact details of the LADO are in the back of this pack.

Contact the LADO team immediately if allegations are disclosed that staff or committee members have:

- Behaved in a way that has, or may have harmed a child.
- Possibly committed a criminal offence against/related to a child
- Behaved in a way which indicates they may pose a risk of harm to children

The LADO team will give you guidance as what to do next, allegations must not be investigated by the LADO and not committee or staff members.

Safeguarding Reminder

- Ensure committee and staff have read 'What to do if you are worried a child is being abused'.
- All committee members and staff have read and understood the settings safeguarding policy and procedures are followed.
- Ensure all staff have safeguarding children training and a committee member and two staff members have 'Designated Lead Safeguarding training'
- For allegations against staff contact your Local Authority Designated Officer (LADO)

<p>Early Years Foundation Stage 2017 Early years and childcare registration handbook Early Inspection Handbook</p> <p>Where the applicant is an organisation, the registration visit and interview will take place with the nominated individual who represents the organisation. The inspector must ensure that the nominated individual fully understands the legal responsibilities of their role. It is the responsibility of that organisation to ensure that the nominated individual can satisfy the inspector of their understanding of the requirements for registration, including showing that they understand the 'Statutory framework for the Early Years Foundation Stage', otherwise Ofsted will refuse registration.</p> <p>This does not mean that the nominated individual must have a detailed and thorough knowledge of how the provision will deliver all the requirements of the Early Years Foundation Stage as this will normally be the role of their appointed manager. However, the nominated individual is still accountable for meeting the requirements for registration. They must be able to demonstrate that they will be able to assess for themselves that the manager is running the setting in line with the Early Years Foundation Stage requirements.</p> <p>Oxfordshire County Council advise: <i>As the chairperson is the nominated person and needs to oversee the recruitment process we advise they do safer recruitment training. The chairperson has the overall responsibility when appointing new staff and needs to have full knowledge of the safer recruitment process; and know how to support other committee members when recruiting staff. However it is also useful for other members of the committee to have done this training.</i></p>	<p>Ofsted Ref: 150150 Page 18,</p>	
<p>Ensure any Ofsted 'Actions' arising from an inspection are fully planned, supported, implemented, monitored and evaluated in conjunction with the lead practitioner (supervisor/manager) and staff.</p>	<p>Ofsted Ref: 150068, page 21</p>	<p>Chairperson or designated Committee member with Supervisor</p>
<p>Hold all the committee/staff records (paper and electronic); receive all the paperwork from the previous chairperson.</p> <p>(We advise that personal emails are not used and the setting/group has an email address for correspondence that can be accessed by all committee members).</p> <p>Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).</p>	<p>EYFS 3.2. Ofsted Ref:150068, Page 9</p>	<p>Chairperson</p>

<p>Recruitment of staff:</p> <p>Your recruitment must demonstrate that staff are suitable, qualified and experienced to work with children. As the registered person you are responsible for the recruitment of all staff and the learning and development and the safety of children who attend the setting.</p> <p>The Manager/Supervisor should also be involved with interviewing the staff, however not on the interview panel if it for the post of manager.</p> <p>It is advisable for any prospective staff, as part of the interview process, to be asked to plan and carry out an EYFS activity with a group of children before their formal interview. This should be observed by the supervisor/manager and a committee member. The supervisor/manager can then give feedback to the interviewing panel in preparation for the interview.</p> <p>Safer recruitment training is essential, at least one but usually two committee members must be involved in the interview process and the chairperson must also complete the training through OSCB</p> <p>New Staff Paperwork includes – Safer recruitment information, DBS Disclosures, Application Form, Staff Contract, Staff handbook, induction record and guidelines (grievance, confidentiality and behaviour at work issues) follow up references. (Induction checklist is available at the Early Years toolkit http://www.oxfordshireearlyyears.co.uk/)</p>	<p>Ofsted Ref: Ref:150068, Page 17</p>	<p>Chairperson and Committee (secretary may help specifically with paperwork)</p>
<p><i>DBS - All Ofsted's Disclosure and Barring Service (DBS) checks are processed by Capita. Once an applicant submits an application to Ofsted they are directed to the Capita website</i></p> <p>https://online.ofsted.gov.uk/OnlineOfsted/default.aspx</p> <p>http://ofsteddbapplication.co.uk.</p> <p>The Capita website provides guidance on how to apply for a check including information about the online subscription service.</p> <p>Ofsted do not accept paper applications sent to them, any DBS checks must be completed by Capita using the web page. Checks are processed more quickly and provide status updates to Ofsted.</p> <p>The update service is now mandatory. Committee members will not be charged for any DBS disclosures, however there will be an admin fee of £8.10. The capita website is very informative, for queries contact the Capita Recruitment Vetting Service. OfstedEnquiries@capita.co.uk Tel: +44 (0)870 850 2516</p>	<p>Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted</p>	<p>Chairperson</p>

<p>Inform Ofsted of any allegations of serious harm or abuse within 14 days of allegations being made.</p> <p>Working together to safeguard children guidance (updated 2017)</p> <p>A safeguarding self-assessment to help you check your responsibilities is available at: http://www.oxfordshire.gov.uk/cms/content/safeguarding-self-assessment-guide-early-years-and-childcare-settings</p> <p>Deal with allegations made about staff/ committee members.</p>	EYFS 3.8	
<p>Ensure all staff are aware that each child is assigned a Keyperson and what that role means.</p>	EYFS 3.27	Chairperson and Committee
<p>Ensure that confidentiality is maintained by the committee and staff. It is also important that the chair liaises with manager/supervisor re staff confidentiality.</p> <p>Staff need to understand the need to protect the privacy of children in their care.</p>	EYFS 3.70	Chairperson
<p>Storage of all information and records must be secure and safe, however, accessible and available to parents/ carers, Ofsted and relevant professionals.</p>	EYFS 3.69	Chairperson, Committee and Staff
<p>Ensure good communication between the committee and staff (have a clear policy) especially from the very beginning either of a new committee or a newly appointed member of staff.</p>		Chairperson
<p>Agendas and minutes – chair and secretary liaise: secretary ensures all committee members have a copy (copy also to staff and available to parents upon request and displayed on the notice board after they have been agreed at the following committee meeting).</p>		Chairperson and Secretary
<p>Parents and committee liaison: information and marketing to parents and the community (e.g. newsletter, parish magazine).</p> <p>Ensure individual children’s records are available if parent/carer wishes to see them; help organise parents’ evenings.</p>	EYFS 3.68	Committee and Staff
<p>With reference to relevant guidance and legislation, update policies and procedures (a rolling programme to update keeps the policies fresh); ensure annual update, staff and committee to input, read and sign them (agreeing to abide by them should be in the staff’s employment contract)</p>	EYFS 3.2	Chairperson, Committee and Staff
<p>Ensure all risk assessments are in place.</p>	EYFS 3.64	Chairperson and Committee, manager

Support and authorise work of the treasurer; receive duplicate bank statements from treasurer.		Chairperson
Cheques must have at least two signatories – to avoid fraud don't sign blank cheques.		Chairperson, Secretary, or Supervisor with Treasurer
Monitor staffing levels with the supervisor; plan how to maintain correct Ofsted ratios and ensure the Ofsted registration requirements are always met – as a minimum a committee member needs to be aware of ratios and ensure that they are constantly maintained.	EYFS 3.28	Chairperson with Supervisor
Keep records of all correspondence for the group including policy and procedure updates.		Secretary
Committee need to be aware regarding administering of medicines - training to administer medicine (only prescribed by doctor). With written permission from parents.	EYFS 3.45	Committee
Update (with chair and committee), type up, print, distribute and keep copies of prospectus/Welcome Pack, staff handbook/induction including appraisal and supervision forms and guidance, staff guidelines <i>re</i> confidentiality, staff contracts and committee induction including copies of policies and procedures and the group's Constitution.		Committee supported by Secretary
Maintain parent and child contact information: remember confidentiality. NB certain paperwork must be kept on the premises and will be looked at during an Ofsted inspection (refer to the <i>Statutory Framework for EYFS 2017</i>)		Secretary with designated staff member
Inform all of term dates, dates of occasional activities (e.g. the Christmas Party or Nativity) and outings in newsletter, parish magazine and on notice board.		Secretary
Take minutes of meetings (separating fact from opinion), verify with Chair, type up and distribute to all Committee (distribute to staff and parents and display only after they have been agreed).		Secretary
Book session venue if appropriate (e.g. village hall, community centre or parish/church hall/room).		Secretary
Book and notify all of meeting dates, times and venues. Notification of an AGM should be sent out a month (minimum two weeks) prior to meeting (date, time, detail of business, invitation for proposals of resolutions, requests for nominations for election) on notice boards, local shop etc.		Secretary

Manage waiting list and inform parents when places become available; feed into overall financial forecast.		Secretary or Deputy Chair or designated Staff member or Committee member
Recruitment of new committee members: never assume that parents understand the voluntary nature of how the group runs. Take every opportunity to inform e.g. use a regular newsletter to inform, but remember most parents will not read them so make them attention seeking! Give an explanatory handout, when a new child joins.		All Committee
Collect fees, pay cash/cheques into bank, sign and issue cheques, pay bills when due, keep receipts and records of invoices for reference.		Treasurer
Pay staff wages and deal with PAYE regulations (groups can pay for a book-keeper but this should not be a committee member unless they are charging a substantially reduced rate).		Treasurer or paid Book-keeper
Pay premises hire. Renew insurance annually, checking whether it gives sufficient cover for the group's activities and legal obligations. Pay membership fees as appropriate. Including Ofsted registration fee? Organise petty cash and provide floats for any fundraising initiatives.		Treasurer
Provide financial reports and copies of bank statements regularly and give to the chair and committee (annual report to all at AGM). The Chair should receive duplicate bank statements independently and directly from the bank. Complete end-of-year accounts and arrange for them to be independently examined/inspected/audited. Check the sustainability of the group. Complete annual Charity Commission return – including annual report, annual statement of accounts and personal details of committee members. Assess forward budget planning. and inform parents when places become available		Treasurer Treasurer or paid Accountant Treasurer with Committee Treasurer or Admissions person

Complete and return all funding entitlements.		
Lead fundraiser/s, and grant applications.		Designated Committee member/s or sub-committee
Health and Safety committee member (including records for accidents, infections and medication). Support staff with risk assessments. Ensure the group is a safe place for both children and adults. Work closely with manager/supervisor and buildings manager. Food Hygiene Course for staff. Level 2 is recommended by the Local Authority.	EYFS 3.64 EYFS 3.48	Designated Committee member
Inform Ofsted of any food poisoning or serious accident. Contact http://www.hse.gov.uk/riddor/ - RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	EYFS 3.51	Chairperson, Committee, Staff
Inclusion Co-ordinator, Special Educational Needs or Additional Support Committee member / understand this area and policy to support the staff. Managing behaviour - Ensure a named practitioner is responsible for behaviour management Have an overview of the government and county perspectives on inclusion, particularly with regard to the social model of disability.	EYFS 3.52	Designated Committee member to support staff
Equipment and toys – support staff cleaning, clearing out old equipment, repairs and acquiring new – link these to the Early Years Foundation Stage learning outcomes.	EYFS 3.54	Designated Committee member and Staff
Uphold the statutory requirements as stipulated in the <i>Statutory Framework for the Early Years Foundation Stage</i> in respect of the Registered Person. <i>The Statutory Framework for the Early Years Foundation Stage</i> is available from https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 Use SEF to ensure all areas of the EYFS are covered and to produce a development plan for improvement. (work with staff) Please ensure all annual action plans have dates/names to ensure all of the above happen regularly.		All Committee

The Early Years Team is committed to the highest standard of quality information and all information is accurate at the time of publishing and will be reviewed annually or sooner when major changes occur; however, it is a providers responsibility to keep up to date with the latest legislation.

Committee Checklist Action Plan

Subject	Action	Target / Measure	Timescale / Deadline	Responsibility	Actual Result Achieved / Date
Committee related actions					
Training needs – Safeguarding, safer recruitment etc....	Book onto training through OSCB	Ensure committee members understand their responsibilities.			
Complete DBS					
Complete EY2 form					
Inform Ofsted/Charity Commission of changes of committee					
Review financials					
Actions related to staff					
Food and Hygeine training for staff	Understand legal requirements and encourage healthy eating	Premises meet Health and Safety requirements. Monitor and encourage lunch packs and maintain healthy snack options	Autumn Term 2017 onwards	All Staff	
Staff training/CPD schedules					

Date Action Plan was developed:

Action Plan developed by:

Section 6

Other useful information

The following information can be stored in this section:

Information on any organisations your provision may be a member of.	
PLA	
LAWCALL	
ACAS	
Retention of records	
Useful contact details	

Retention of records, how long documents need to be kept

Retention periods for records	How long to be retained
Financial Records	
Accounting records	3 years from the end of the financial year for private companies, 6 years for public limited companies. 6 years for charities
Milk Forms	Keep with Annual Accounts 6 years
Funding Forms	Keep with Annual Accounts 6 years
Admin records	
Insurance Certificates	40 years from the date insurance commences.
Minutes/minute books	10 years from the date of the meeting for companies. 6 years from the date of the meeting for Charitable Incorporated Organisations.
Complaint Records	10 Years
Personnel records	
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases
DBS checks	6 months
Interviewing paperwork (not employed)	6 Months
Pay/Salaries	
Wage/salary records (including overtime, bonuses and expenses)	6 years
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate
Redundancy details, calculations of payments and refunds	6 years after employment ends
Health and Safety records	
Staff accident records (for organisations with 10 or more employees)	3 years after the date the record was made

Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made
Accident/medical records as specified by the Control of Substances hazardous to Health regulations (COSHH)	40 years from the date of the last entry
Children's records	
Children's records – including registers, medication records and accident records pertaining to the children	A reasonable period of time after children have left the provision (e.g. until after the next Ofsted inspection) Until the child reaches the age of 21 – or until the child reaches the age of 24 for child protection records
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made
Children Registration Forms	If your group has got Pre-school Learning Alliance insurance, useful to keep 10 years
Register of Children	2 YEARS
Children Profiles/Learning Journeys	Passed onto the next provider and parent or otherwise 1 year
Accident Book	2 years after date of last entry
Child Protection Records	Indefinite
Ofsted Reports	Useful to keep until next Ofsted inspection.
Notes of contacts from Early Years Advisor	Useful to retain to next Ofsted inspection

Useful contact details

Contact name/address	Telephone Number	Email/website
Ofsted Piccadilly Gate Store Street Manchester M1 2WD	0300 123 1231	www.ofsted.gov.uk Email: enquiries@ofsted.gov.uk
LADO Team - Allegations against professionals:		LADO.safeguardingchildren@oxfordshire.gov.uk
MASH/LCSS		http://www.oscb.org.uk/reporting-concerns/
Oxfordshire children safeguarding board (OSCB)		oscb@oxfordshire.gov.uk
Families Information Service		www.oxfordshire.gov.uk/familyinformation (Family Information Directory). Now specially adapted for mobile users www.oxfordshire.gov.uk/parents
Early Years team	Oxfordshire Early Years County Hall, Third Floor New Road Oxford OX1 1ND More about our Early Years Team	0845 604 2346
Child Exploration and Online Protection (CEOP's)	0870 000 3344	www.thinkyouknow.co.uk
Disclosure and Barring Service (DBS)		www.gov.uk/disclosure-barring-service-check
Charities Commission	Charity Commission Direct, PO Box 1227, Liverpool, L69 3UG	www,charitiescommision.gov.uk
Companies House	Companies House, Crown Way, Maindy,	enquiries@companies-house.gov.uk

	Cardiff, CF14 3UZ	
Information Commissioner's Office	0303 123 1113	www.ico.gov.uk
Directgov		www.direct.gov.uk
HM Customs and Revenue	Banbury- Open until 20:00 Reading - Open until 20:00	0870 218 3803 0843 903 3088
Family Information Service	https://www.oxfordshire.gov.uk/cms/content/contact-oxfordshire-family-information-service	
Pre-school Learning Alliance (PLA)	Pre-school Learning Alliance National Centre 50 Featherstone Street London EC1Y 8RT	https://www.pre-school.org.uk/contact-us
LAWCALL	Log in to your members' area to find direct contact details for Law-call.	
ACAS	Support with Employment issues. ACAS helpline number is 0300 123 1100. It is available Monday to Friday 8am-6pm.	http://www.acas.org.uk/index.aspx?articleid=1410