

Little Ducklings Pre-School

Committee Handbook



Quackers After School Club

First Edition November 2018



COMMITTEE HANDBOOK

A GUIDE TO BEING ON OUR COMMITTEE

WELCOME

Welcome to Little Ducklings and Quackers. Thank you for considering becoming a member of our committee. We are pleased to introduce this trustee handbook. Its purpose is to provide you with some valuable information about us and the committee; we hope you find it useful.

Our trustees are extremely important to us. Our settings are not privately owned; there is no one person who decides how we should be run. In order to ensure the Pre-School and After School Club are run effectively our committee oversee the work of the staff and ensure the smooth running of the settings. Without the dedication of the many different people who work with us - our volunteers, our members and our paid staff - we could not thrive. Ultimately Little Ducklings and Quackers are there to provide services for children and their carers so joining the committee is one of the best ways to make sure you and your child are getting what you need. Ensuring that the Pre-School and Quackers are well managed means that your children get the best out of their time with us and it can help you understand better what we do with them and why. You'll also get the chance to meet new people, update existing skills and learn new ones, get involved in something different and do something for your community.

Whatever role you take on, we hope that time spent on the committee will be enjoyable, fulfilling and rewarding.

A WORD FROM A CURRENT COMMITTEE MEMBER

I joined the committee a few years ago now and have found it to be very rewarding.

I became a member as I wanted to contribute, in a positive way, to not only Little Ducklings but also to Quackers.

It has helped me to feel more involved and has also given me a huge insight of what goes on behind the scenes.

Being on the committee can be exactly as you want it to be; it doesn't need to be too time consuming and there is a role for everybody.

I am definitely planning on staying on the committee for the foreseeable future so that I can continue to help out and make decisions to benefit many more children that come through the doors for Little Ducklings and Quackers.

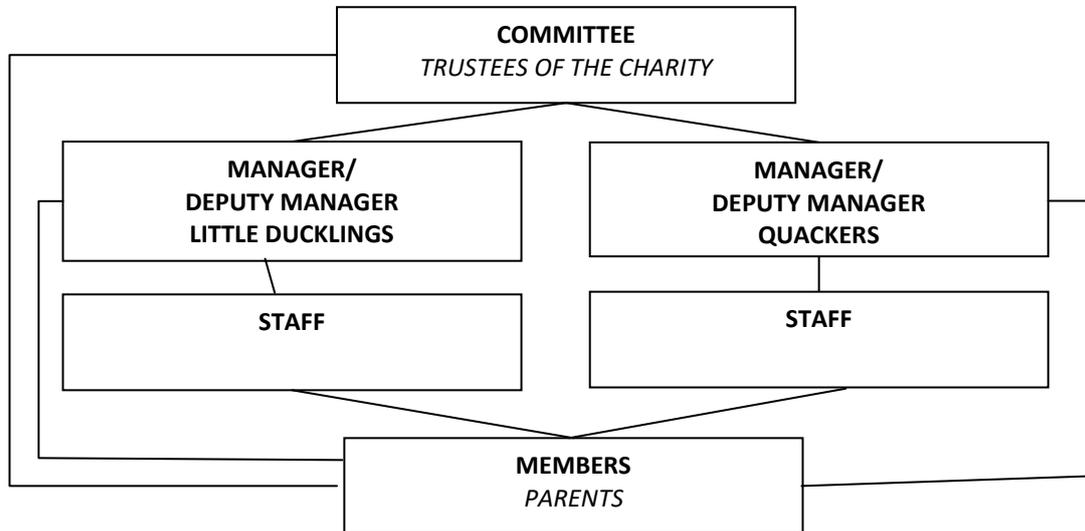
All in all it is a great experience and I would highly recommend becoming a part of our team. Xx

CHARITY STRUCTURE

Our committee must consist of between 5 and 12 members, 60% of whom must be family members, i.e. parents or guardians of children attending the pre-school or after school club.



Committee members are elected at the AGM which is held each year in November. Each member is entitled to be on the committee for a year and can be re-elected each AGM for a maximum of 10 consecutive years.



THE ROLE OF THE TRUSTEES

The trustees of a charitable pre-school are jointly responsible for the effective running of the charity and making decisions regarding the management of the charity in order to further its charitable purposes. The trustees have an overriding duty to act lawfully and in the best interests of the charity and its beneficiaries.

The Constitution is the legal governing document for our charity. It outlines the rules that the trustees must follow to run the charity efficiently and in accordance with the law.

MANAGING THE FINANCES

The trustees are responsible for ensuring that the charity’s finances comply with relevant legislation and are managed in accordance with the Constitution.

This involves keeping accurate accounting records, preparing the accounts at the end of the financial year and, in some cases, having them auditing or examined by an independent person to ensure the money is appropriately accounted for. Much of this is done by office staff, though in conjunction with the committee treasurer. We employ an accountant to prepare an annual report, describing the activities of the charity in the year and providing some basic administrative information about the management and operation of the charity.

MANAGING EMPLOYEES

As a trustee you are one of the employers of the staff working for the charity, and must obey the laws on employment. These will involve you fulfilling responsibilities to your staff (by respecting employees’ legal rights) and to the Government (by operating tax and other systems).



APPOINTING TRUSTEES

Little Ducklings Pre-School and Quackers After School Club are committed to engaging a diverse committee of trustees which reflects the society in which we operate.

The trustees of the charity are elected each year at the charity's Annual General Meeting (AGM), usually held in November. Individuals over the age of 18 years who have either family or affiliate membership with the charity are eligible to be elected as a trustee. Each family or affiliate member has one membership and is entitled to one vote at the AGM.

A few individuals may be disqualified from acting as a trustee of a charity under the Charities Act 2003; such as those that have an unspent conviction for any offence involving deception or dishonesty, or who are undischarged bankrupts. If you are unsure if you are eligible, you can contact the Charity Commission on 0845 3000 218 for further guidance.

The trustee role is also subject to the requirements of satisfactory suitability checks by Ofsted, which include a criminal records check. Having a conviction will not necessarily bar you from volunteering with us. This will depend on the circumstances and background to the offence(s) disclosed.

TRUSTEE DUTIES AND RESPONSIBILITIES

An outline of the responsibilities of all charity trustees is given below. There are 3 officer roles, Chair, Treasurer and Secretary, which carry specific responsibilities and need to be filled at each AGM.

GENERAL TRUSTEE RESPONSIBILITIES AND DUTIES

- To ensure that the charity pursues its charitable aims and applies its resources exclusively for this purpose.
- To set out a clear strategic direction for the charity; upholding and promoting its values and delivering its goals.
- To ensure that the charity complies with the Constitution, charity law, company law and other relevant legislation and regulations.
- To work effectively as part of a team with the other trustees; whilst bringing your own ideas, perspectives and experience to the committee.
- To regularly attend and contribute to the decision making process of the committee, keeping up to date with developments that impact on the work of the charity and reading relevant committee papers.
- To actively contribute to ensuring that effective management, procedural and administrative systems are in place to govern the activities of the charity.
- To take reasonable care and skill as a trustee on all matters where there may be material risk to the charity.
- To declare when you, or any person or organisation connected with you, have a personal interest in an issue being discussed by the trustees and refrain from voting on the issue to prevent a potential conflict of interests arising.
- To work with the Treasurer to set priorities for the budget.



- To undertake Ofsted suitability checks as required.
- In consultation with the Manager, ensuring that the *Early Years Foundation Stage* and Ofsted registration requirements are met.
- To work with employed staff to ensure the effective recruitment and induction of new employees and volunteers.
- To provide a link between the trustees, staff and members of the charity, ensuring that effective communication takes place.
- To work to ensure the provision is a safe place to be, for both children and adults.
- To support and help recruit and induct fellow trustees and encourage them to join the committee.
- To carry out all trustee duties in accordance with the Code of Conduct and the Constitution

OFFICER ROLES

CHAIR

- To represent and act as an ambassador for the charity.
- To facilitate and chair meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- To set the agenda for meetings together with the Secretary.
- To co-ordinate the work of the committee to ensure effective administration of the charity.
- To act as the 'Nominated Person' for Ofsted purposes.
- To approve committee expenditure in line with the charity's financial procedures.
- To line manage the employees of the charity.
- To support other committee members and authorise the work of the Treasurer.

TREASURER

- To ensure the trustees are aware of the financial position of the charity, providing an up-to-date statement of accounts at committee meetings.
- To ensure that all trustees are aware of their financial responsibilities and comply with the charity's financial procedures and those required by the Constitution
- To ensure that accounts are prepared, audited or examined as appropriate.
- To support the presentation of accounts to the members at the AGM.

FINANCIAL RECORDS

- To lead the preparation of an annual budget, as agreed by the trustees; to advise the Manager of the financial implications of the budget and to monitor it regularly against financial progress.
- To ensure that the charity's financial records are maintained accurately and updated on a timely basis.
- To liaise with staff on behalf of the trustees to ensure effective control of the charity's finances.
- To ensure that quarterly financial returns and year-end supplements are completed, signed and returned within agreed deadlines.



- To ensure that bank accounts are reconciled to the charity's financial records at least once a month. To review the bank reconciliation and sign it.
- To ensure that any funds held by the committee are used in accordance with the terms of the charity's reserves policy.

SECRETARY

- To organise all meetings, liaising with attendees to ensure they are informed.
- To collect all points to draw up meeting agendas and circulate to all meeting attendees punctually.
- To take comprehensive and accurate minutes during meetings, type up and send out to all attendees in a timely manner.

CHARITY COMMISSION REGISTRATION

Registration number is 1132767

Little Ducklings Pre-School and Quackers After School Club is a registered charity with the Charity Commission, which is the regulator of charities in England and Wales.

The trustees must complete an annual return for the Charity Commission each year within 10 months of their year-end, to ensure they are kept up-to-date with any changes to the charity or its trustees. In addition, if the charity has a yearly income over £25,000 trustees must also by law send the Charity Commission their annual report and accounts.

COMPANIES HOUSE REGISTRATION

Company number is 07722052

Little Ducklings Pre-School and Quackers After School Club is an incorporated charity, which means that it is also registered as a limited company with Companies House. The trustees of the charity also have responsibilities as the directors of the company to ensure that certain statutory documents are delivered to the Registrar of Companies as and when required. These include:

- annual accounts
- annual return
- notice of change of directors or secretaries and their particulars
- notice of change of registered office

OFSTED

Registration number Little Ducklings - EY424761; Quackers – EY434782

Both Little Ducklings Pre-School and Quackers After School Club are registered as childcare providers with The Office for Standards in Education, Children's Services and Skills (Ofsted). Ofsted inspect and regulate the quality and standards of care and education in early years settings. They look at how settings:

- help children to be healthy
- protect children from harm or neglect and help them stay safe
- help children enjoy and achieve
- help children make a positive contribution to your provision and the wider community



Together, the charity trustees are the 'registered person' with Ofsted and have overall responsibility for ensuring the childcare provision meets the terms of Ofsted registration and the requirements of the *Early Years Foundation Stage* framework. As part of your induction you will need to ensure you are aware of the requirements. For the most part the requirements will be delivered through effective leadership of the staff at the setting; particularly the Manager, who is the person who is in charge of the day-to-day running of the provision.

The trustees must fill out an online notification form (EY3) whenever there is a change to the individuals on the committee, which informs Ofsted that there has been a change to the 'registered person'. All trustees have shared responsibility for the day care provision. However, one individual, usually the Chair, will be the 'nominated person', to represent the organisation as the main contact with Ofsted.

Ofsted will carry out a number of checks on the suitability of the 'registered person'. These will include an interview, criminal records checks and health checks. Each new trustee will need to complete a declaration and consent online form (EY2) to apply for an enhanced criminal records check. The EY2 form asks for a self-declaration of criminal records and other matters that determine suitability to work with or provide childcare for children. The forms should be sent to Ofsted who will liaise with the Criminal Records Bureau to carry out the checks.

Further information is given in the Ofsted *Guide to Registration on the Early Years Register* available at www.ofsted.gov.uk.

THE EARLY YEARS FOUNDATION STAGE

Ofsted regulate and inspect day care provision against the outcomes of the *Early Years Foundation Stage*, which is a mandatory framework for all registered childcare providers and schools caring for children from birth to five years. It was developed to ensure that all childcare services, whether they are new or established, provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs.

You can order a copy of the *Early Years Foundation Stage* pack from DfE Publications on 0845 60 222 60 or download a copy from the website <http://publications.education.gov.uk>.

SAFEGUARDING CHILDREN

It is the policy of the setting to ensure that children have a safe, positive environment where they can learn and develop. It is also the duty of the trustees to ensure that all staff and volunteers:

- are committed to children's well-being and safety
- are clear about their responsibilities to safeguard and promote children's welfare
- know the procedures for highlighting any concerns
- have appropriate guidance and training to undertake their roles

HEALTH AND SAFETY

The charity regards the management of health and safety as an integral part of its business and as a management priority. The aims of the charity's health and safety practices are:



- to provide and maintain, so far as is reasonably practicable, a healthy and safe environment for all adults and children
- to take all reasonable steps to reduce health and safety risks to volunteers, paid staff and others
- to provide appropriate information, training and instruction to staff and volunteers to ensure safe working
- to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation

Trustees are expected to:

- do everything they can to prevent injury to themselves, their fellow volunteers, children, staff, families and others affected by their actions or omissions, whilst acting on behalf of the charity
- follow the guidance and instructions provided relating to good health and safety practice
- report any incidents which have or may have led to injury or damage
- report any serious or imminent danger, and also report any shortcomings seen in the protection arrangements
- follow the guidance and instructions provided relating to safeguarding children;
- work with the member of staff in the setting responsible for health and safety, to ensure that there are appropriate risk assessment procedures in place to identify, assess and take necessary steps to minimise any potential and reported hazards and risks to children and adults
- ensure that the charity's insurance is adequate and up-to-date - informing the insurers of any material change that will affect the cover

CONFIDENTIALITY AND DATA PROTECTION

As a trustee of the charity you will come into contact with and use confidential personal information about people, such as names and addresses or even information about staff, children, families and other private matters. You must ensure that this information is treated with absolute confidentiality at all times and that you do not share personal information unless you are legally required to, or have obtained consent from the individual to do so. Otherwise you could breach the Data Protection Act, which provides strict rules in this area. All trustees are asked to sign a confidentiality agreement on joining the committee.

In essence, data protection means that organisations that process personal data, must comply with certain data protection principles and the rights of the person about whom data is processed (e.g. children, staff and volunteers). There are eight principles put in place by the Data Protection Act (DPA) which specify that data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in line with your rights
- secure
- not transferred to countries outside the EU without adequate protection

It is against the law if any organisation does not keep to these principles.



The DPA applies to personal data in computerised, manual or any other format, as long as the data is in a system that allows the information to be readily accessible. This means that most files relating to children, staff and volunteers will be covered by the DPA.

If you are in any doubt about what you may or may not do under the DPA, seek advice from the Information Commissioners Office, who can be contacted on 08456 30 60 60.

EXPENSES

Trustees are entitled to claim reasonable out of pocket expenses incurred while carrying out their trustee duties for the charity. The expenditure must be approved by the committee and will only be approved and reimbursed if it has been incurred wholly and necessarily for the setting’s business whilst carrying out a volunteering role.

Volunteers are responsible for:

- ensuring that they get the best value for the charity, including by travelling by the most economic route
- making claims for reimbursement on a timely basis
- ensuring that all expenditure is supported by a valid receipt

LIABILITY

Little Ducklings Pre-School and Quackers After School Club is an incorporated charity. This means that the organisation is both a charity and a company. Each member’s liability for the debts of the company is therefore limited to a fixed financial amount (usually £1) above which a member has no further liability to contribute to the debts of the company in the event of insolvency.

REQUIREMENTS AND RIGHTS OF THE COMMITTEE

All committee members have both rights and obligations. The table on the next page shows what will be expected of you as a member of our committee and what you have the right to expect from the committee officers and other members.

REQUIREMENTS	RIGHTS
Attend committee meetings or send apologies	be notified of and to attend the committee meetings
Actively contribute to discussions and decision making	be given the correct information
Read any papers/ minutes prior in advance of meetings	vote at meetings
Be familiar with committee procedures	have others respect your confidentiality



Be aware of legal responsibilities	be given respect from other committee members
Understand the financial standing of the organisation	claim reasonable out of pocket expenses
Volunteer for and carry out activities	be notified and to attend extraordinary and Annual General Meetings
Use specific skills, knowledge and expertise to help the committee reach sound decisions	stand down whenever you choose with written notice
Avoid putting own personal interests before the pre-schools interests	
Act honestly and in good faith	
Respect confidentially and sign a confidentiality agreement	
Devote the necessary time and commitment to fulfil the role	
Ask questions about uncertainties	
Accept the authority of the chair.	

Thank-you for taking the time to read this handbook. We hope you found it useful and informative.

We look forward to welcoming you as a trustee on our committee.