

## Our Committee

The Committee are the Management Team of the playgroup; acting as employer for the staff, promoting and supporting the playgroup through PR, fundraising and events, managing the financial accounts, managing admissions, and ensuring, above all, that we meet the legal and regulatory requirements for the setting. Our Committee is supported by our Administrator.

We are a voluntary group of parents, carers, or other family members who have children currently attending playgroup. Everyone brings their own set of skills and ideas. Committee members can also be people from the local community who have an interest in the playgroup.

### Committee Roles

#### **Chair**

The role of the Chair is to lead the Management Committee and develop and maintain an effective working relationship with staff.

- Arranges and runs committee meetings, working with the Secretary to create the agenda.
- Ensures that all decisions made are in line with policy and the committee constitution.
- Runs effective committee meetings by enabling democratic decision-making and full participation of the committee. Follows up on decisions made during the meetings, which require action and delegates tasks to committee members.
- Usually acts as line manager to the Pre-school Leader and conducts the Annual Appraisal on the progress of the setting and the Pre-school Leader's performance (duty shared with Staff Liaison Officer).

#### **Secretary**

The role of Secretary is to support the Chair ensuring effective administration of the committee. This role is supported by the Administrator.

- Communicate to parents/carers through email, notices, Class Dojo and newsletters.
- Takes minutes during committee meetings if the Administrator is unavailable.
- Writes letters on behalf of the committee following instruction from the Chair or other committee members.
- Ensures arrangements are made for meetings including booking venues, arranging equipment and refreshments.

#### **Treasurer**

The role of Treasurer is to maintain an overview of the financial affairs of the setting and keep appropriate financial records. This role is supported by the Administrator.

- Keeps a financial record of all transactions
- Keeps the committee informed of the financial status of the group
- Prepares the annual report for the AGM and completes other financial reports when required, such as the annual return to the Charities Commission.
- Make payments
- Manages payroll
- Manages petty cash

## **Policies Officer**

This role ensures our playgroup's policies and procedures are regularly updated, and are in line with the statutory guidelines. This role also ensures the staff policy and procedures are up to date. This role is supported by the Administrator.

## **Ofsted Contact**

This role ensures Ofsted are updated of any staff and committee changes, as well as ensures all DBS checks are undertaken and completed successfully. This role is supported by the Administrator.

- Ofsted communications – Designated Person
- DBS Disclosures – ensures all committee and staff are processed through the Criminal Records Bureau.

## **Health & Safety Officer**

The role of the Health & Safety Officer is to ensure that the playgroup health and safety policies and procedures are followed.

- Liaise with the staff Health & Safety Officer to ensure that the setting is safe and fit for use.
- Completes regular risk assessments and facilities checks and keeps records of these. Actions any issues that are identified and reports these back to the committee.
- Ensures that the management committee are maintaining a safe and healthy working environment for staff.
- Regularly checks accident and incident reports to identify possible risks and hazards.
- Produces risk assessments for playgroup events (template used).
- Manages the insurance for the playgroup; annual renewal and maintaining communication with the group's insurance provider.

## **Staff Liaison Officer**

The role of the Staff Liaison Officer is to liaise with staff on behalf of the committee.

- Be the first point of contact for staff requests and concerns and report these back to the committee.
- Be responsible for updating staff on committee decisions.

## **Head of Fundraising**

The role coordinates all committee lead fundraising events, to include:-

- Communicating effectively with staff and committee about proposed events, and delegating duties accordingly.
- Ensuring an adequate venue for each event is booked.
- Ensuring risk assessments are undertaken ahead of each event.
- Advertising each event appropriately.

## **General Members**

General members support the committee by attending meetings and offering their views and opinions. They also help at playgroup events and community events.