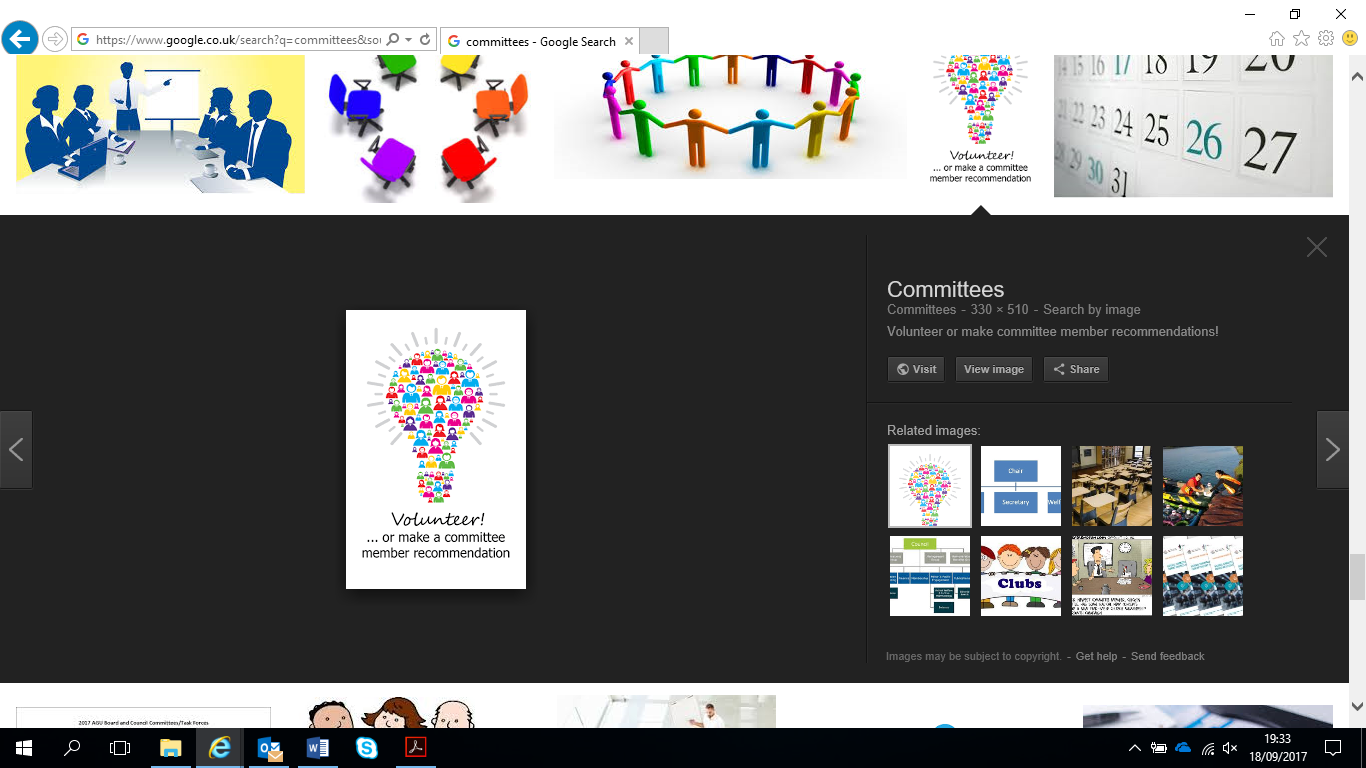
COMMITTEE FOLDER

Roles, responsibilities, and support for new members

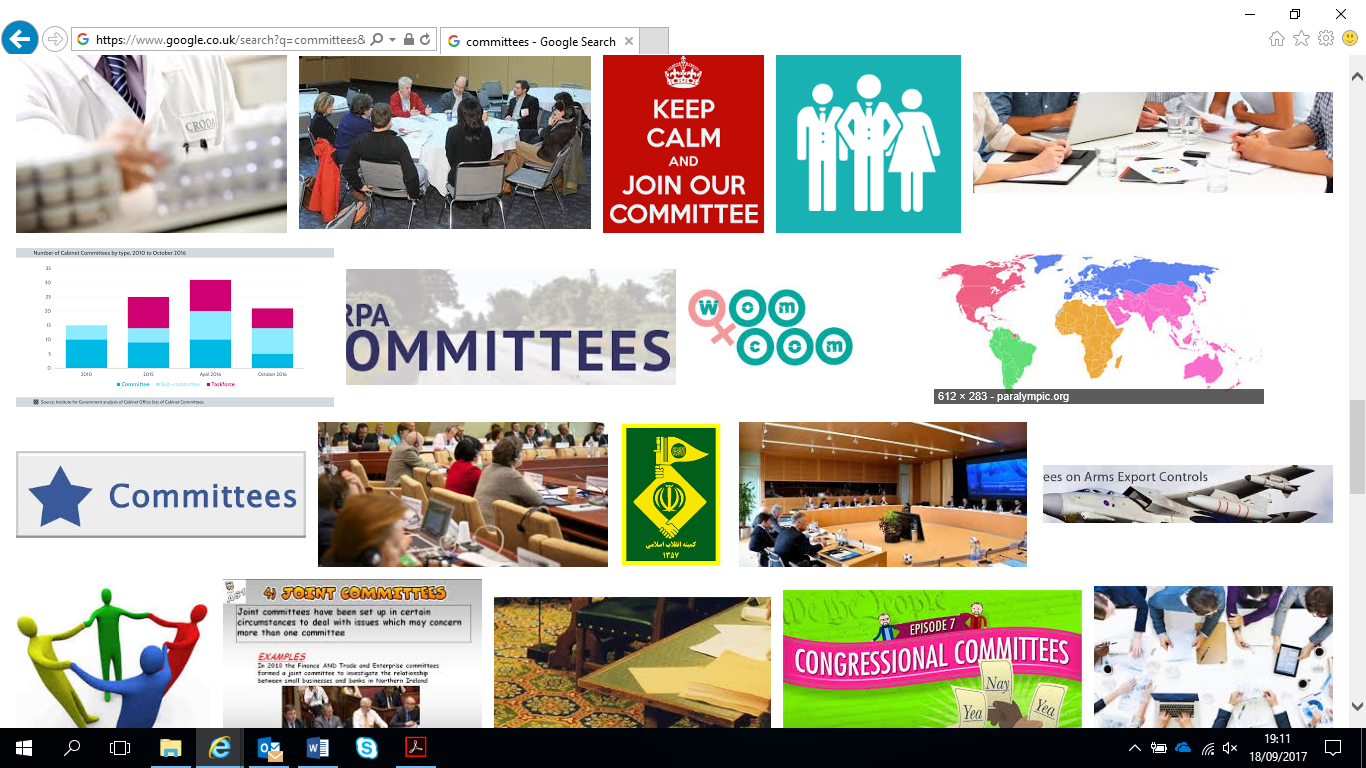


Introduction

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 leaners?
* 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.

# Section 1 Committee details

The following information can be stored in this section:

|  |
| --- |
|  |
| Committee handover procedures and checklist. (this provides a comprehensive checklist of actions that need to be completed following election of new officers) |
| Confidentiality Statement for Committee members |
| Declaration of Interest Form |
| Committee contact details |
| Sub Committee details |
| Committee Job Descriptions  (these will be useful in helping new officers and committee members to understand the roles they are taking on) |
| Sample events diary |
| Minutes of Meetings (main committee meetings, subcommittee meetings, AGMs, EGMs) |
| Annual Reports |
|  |
|  |
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|  |

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) [EY2 guidance](https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2) | | Within first week | Chairperson |
| Notify [Charities Commission](https://www.gov.uk/government/organisations/charity-commission) and/or [Companies House](https://www.gov.uk/government/organisations/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](https://www.oxfordshire.gov.uk/cms/content/oxfordshire-family-information-service-oxonfis) | | 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 if 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 in-coming 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: |
| Committee Member | 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](http://www.diycommitteeguide.org/resource/checklist-induction-new-members).

[A new member's information sheet.](http://www.diycommitteeguide.org/resource/example-new-members-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* [*Welcome to DIY Good Governance | DIY Committee Guide*](https://www.diycommitteeguide.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 [Charity Commission guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/charity-commission-guidance)  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 in ……………to 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* | *Not all Management Committee members have adequate skills* | *2 – important, but other Committee members can carry in short term* | *Example: Specify requirement for budgeting or financial management skills when recruiting new members. Organise short training session.* |  |  |
| 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/[EY](https://www.gov.uk/government/publications/early-years-and-childcare-providers-ey3-changes-to-individuals) form and DBS checks. Early years and childcare services: EY3 changes to individuals - GOV.UK (www.gov.uk)
* 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. (Templates of contracts can be found in [Recruiting Early Years Staff](https://portal.eyalliance.org.uk/shop#!prod/9ad36ab5-7364-ea11-a811-000d3a0ba8fe/curr/GBP) )
* 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. [Home - Oxfordshire Safeguarding Children Board (oscb.org.uk)](https://www.oscb.org.uk/)

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 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 | Steve gave a report on the progress the group has made this year  A copy of the report to be pinned up on the parent’s notice board.  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 |  |
| Item 5  Treasurer’s report | a, Tessa reported that the budget was looking very healthy due to fundraising efforts, the marketing grant and 6 new starters.  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. | 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.  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. |  |
| Item 7  Leaders report | Annabelle gave her report. The 2 sets of twins are proving challenging. Need to look at staffing levels.  Annabelle reminded chair she would like help with staff appraisals at end of term. | Chair and Leader |
| Item 8 | 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.  b, Stall for town fair- Karen, Robin and Anita volunteered to run fundraising meeting for parents and to organise the stall on the day. | Chair and treasurer  Karen, Robin and Anita |
| Item 9 | Date of next meeting 2nd October 2006. (AGM) |  |
| Item 10 | There was no AOB. Meeting ended at 8.40pm |  |

# 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](https://www.oxfordshire.gov.uk/cms/public-site/running-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

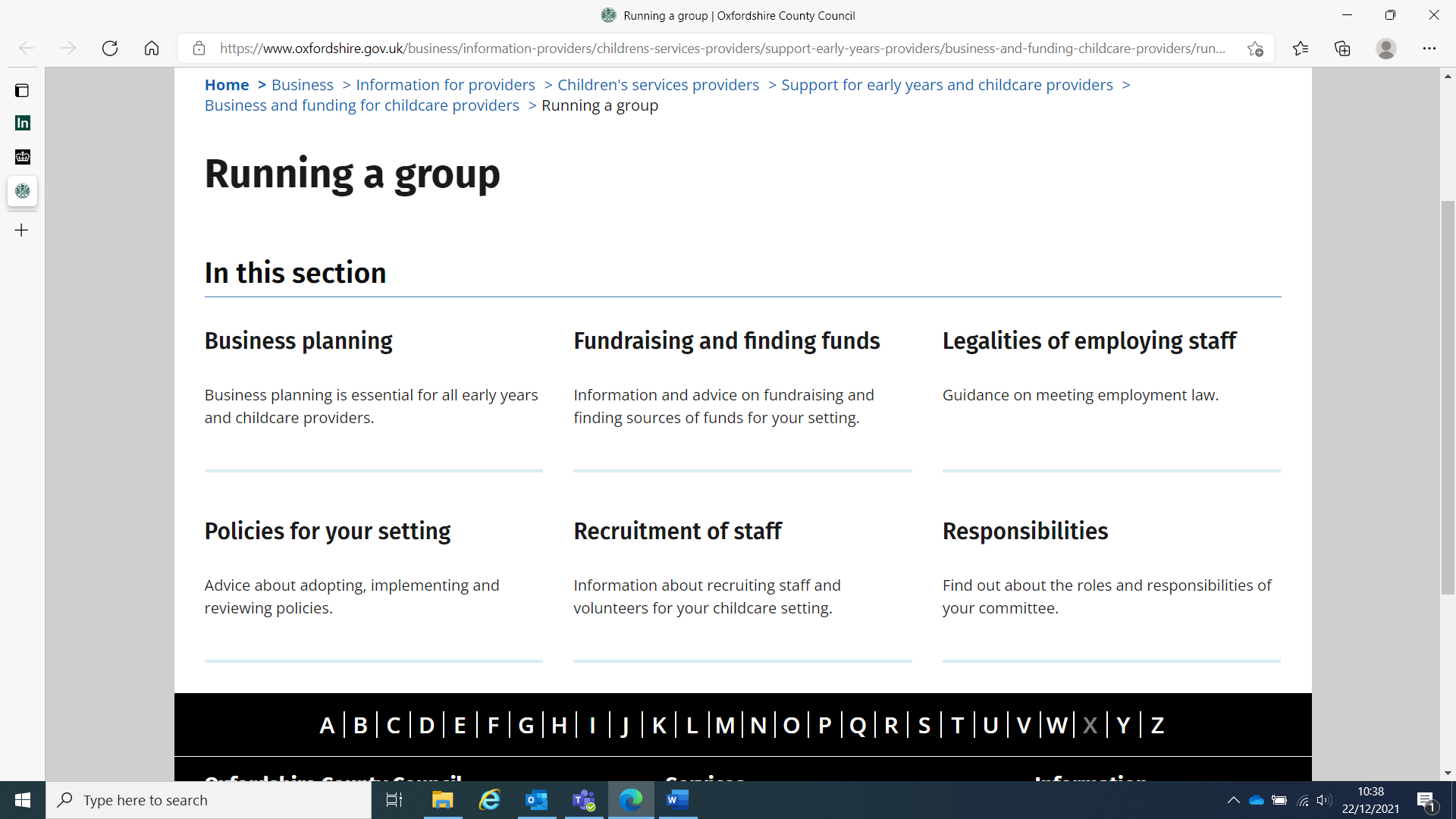
This sample events planner will help you with Annual planning.

|  |  |
| --- | --- |
| 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 updated 2021](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf) 3.22.Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issue

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.



All business and financial and legal information can be found here

[Running a group | Oxfordshire County Council](https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/support-early-years-providers/business-and-funding-childcare-providers/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).

There are four main types of charity structure: (further information can be found [here](https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure)

* charitable incorporated organisation (CIO)
* charitable company (limited by guarantee)
* unincorporated association
* trust

**Further information and advice**

National Council for Voluntary Organisations [Choosing your legal structure | NCVO](https://beta.ncvo.org.uk/help-and-guidance/setting-up/choosing-your-legal-structure/)

Companies House [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

CIC Regulator [www.cicregulator.gov.uk](http://www.cicregulator.gov.uk)

Charity Commission [The Charity Commission - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/charity-commission)

Charity Excellence [Charity Commission Registration, start set up register a UK charity CIO (charityexcellence.co.uk)](https://www.charityexcellence.co.uk/Home/BlogDetail?Link=How_to-register_a_charity&gclid=EAIaIQobChMI2tv-rqT39AIVhbHtCh2QXwnrEAAYASAAEgIOAPD_BwE)

**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](https://www.gov.uk/guidance/change-your-charity-structure) 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 prepare e-guide [EYA Portal > Shop (eyalliance.org.uk)](https://portal.eyalliance.org.uk/Shop#!prod/742a4dd0-7564-ea11-a811-000d3a0ba8fe/curr/GBP) 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 [Setting up a charity: model governing documents](https://www.gov.uk/government/publications/setting-up-a-charity-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](https://www.gov.uk/guidance/how-to-register-your-charity-cc21b)

FAQs

Other useful links to information regarding a CIO are the charities commission [Charity Commission guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/charity-commission-guidance)

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 website: [Apply to join a nursery or other daycare organisation (EY2)](https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2)
* 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.
* Report changes to the committee (EY3) [Report changes to registered people in your nursery or other daycare (EY3)](https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3)

**Information you will need**

* your Ofsted unique reference number (URN)
* the details of the changes to any people you want to tell Ofsted about

**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://ofsteddbsapplication.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://ofsteddbsapplication.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/**](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**](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)  <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** |  |  |  |
| Prepare the new employee for their first day at work and keep in contact while waiting for pre-employment checks to be completed.  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.  For more information and guidance about written statements of employment visit [https://www.gov.uk](https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars) | Written conditional offer of employment sent to new employee |  |  |  |
| Enhanced DBS check completed for new employee |  |  |  |
| Terms & conditions sent to new employee |  |  |  |
| Job description and specification sent to new employee |  |  |  |
| Setting literature, e.g. latest newsletter |  |  |  |
| Recommended reading, e.g. revised EYFS framework/safeguarding policies |  |  |  |
| Instructions for reporting to work sent to new employee |  |  |  |
| Any initial questions answered. |  |  |  |
| New employee has received employment contract |  |  |  |
| **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. |  |  |  |
| Manager to receive and check relevant paperwork, e.g. P45, work permit, birth 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 |  |  |  |
| Where the staff room is (if applicable) |  |  |  |
| Fire evacuation assembly point (include fire procedure in staff handbook) |  |  |  |
| Other important rooms/areas |  |  |  |
| Meet and greet colleagues and management |  |  |  |
| Introduced to buddy or mentor (if applicable) |  |  |  |
| Staff shown day-to-day setting routine – including lunch breaks/other breaks |  |  |  |
| **First Day Induction - staff requirements** | **Topics to cover (where applicable)** |  |  |  |
| Ensure all relevant information is included in the staff handbook.  Once the first day induction has been completed ensure that the new employee starts working on some basic tasks | Staff uniform (dress code) |  |  |  |
| Wearing of name badges |  |  |  |
| Signing in/out of workplace |  |  |  |
| Procedures for accepting visitors/collecting children |  |  |  |
| Important policies and procedures explained(especially safeguarding) |  |  |  |
| Sickness policy explained |  |  |  |
| Catering & refreshment facilities |  |  |  |
| Parking facilities |  |  |  |
| Union membership and recognition explained |  |  |  |
| Pension scheme |  |  |  |
| Mobile phone policy |  |  |  |
| Annual leave entitlement |  |  |  |
| Other employee benefits |  |  |  |
| Any bonus or reward schemes |  |  |  |
| Give employee current staff handbook |  |  |  |
| **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.  Any written notes taken during review/probation meetings should be kept secure and confidential in accordance with the Data Protection Act 1998. | Business vision, aims and objectives |  |  |  |
| Setting aims and objectives |  |  |  |
| Induction/probation and what it entails, including the length of time (weeks/ months) it will take. |  |  |  |
| Schedule of regular supervision |  |  |  |
| How employee finds his/her workload |  |  |  |
| Agree objectives/goals with the employee |  |  |  |
| Relevant policies and procedures |  |  |  |
| Employee’s training needs and check that employee has booked to attend or has attended the training |  |  |  |
| Work shadowing explained (if in place) and introduce employee to people/ person they will be shadowing |  |  |  |
| Employee’s performance so far |  |  |  |
| Any problems or queries that the employee has. |  |  |  |
| Ensure new employee is helped to socially integrate with colleagues. |  |  |  |
| Ensure that employee understands the principles of the Early Years Foundation Stage (EYFS) |  |  |  |
| **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.  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 2018 and be accessible to the employee when requested. | Book regular formal performance appraisal/supervision meetings with all employees. These should take place regularly – ideally, every four to six weeks.  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 focus on progress towards achieving objectives and development. |  |  |  |
| **Useful induction materials/advice that the whole children and young people’s workforce should know about** |  |  |  |  |
| Early Years Foundation Stage (EYFS)  [Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) | The Early Years Foundation Stage (EYFS) **2021** is a comprehensive statutory framework that sets the standards for the learning, development and care of children from birth to five.  All providers are required to use the EYFS **2021** 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.  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> |  |  |  |
| Partnership working in Oxfordshire  Essential safeguarding training includes:  Generalist Safeguarding Training  Designated Lead Training  PREVENT training | Everyone supporting children and families should work together effectively to provide early help and targeted and specialist support.  Oxfordshire County Council has training available through [Step into training](https://www.oxfordshire.gov.uk/cms/public-site/step-training)  SEND support can be found at <https://www.oxfordshire.gov.uk/cms/public-site/early-years-sen-toolkit>  The **local offer** for SEN and Disability (SEND) brings together information about education, health and care services for children and young people from 0 to 25 with SEND.   The link is [www.oxfordshire.gov.uk/localoffer](http://www.oxfordshire.gov.uk/localoffer).  Safeguarding courses can be found through the [OSCB training portal](http://www.oscb.org.uk/booking-training/) |  |  |  |
| **Policies and procedures** |  |  |  |  |
| Safeguarding (child protection) described and policy made available to read and digest by staff member. | Manager must highlight how staff member should report safeguarding/child protection concerns |  |  |  |
| Staff member must read and understand policy |  |  |  |
| Place copy of policy in staff handbook |  |  |  |
| **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.** | Staff policy (Code of Conduct) |  |  |  |
| Dealing with allergies and administering medication |  |  |  |
| Equality and Diversity |  |  |  |
| Fire Safety |  |  |  |
| Food Hygiene |  |  |  |
| Health and Safety |  |  |  |
| Paediatric First Aid |  |  |  |
| Safeguarding |  |  |  |
| Safer Recruitment |  |  |  |
| Other workplace policies and procedures |  |  |  |
| **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 |  |  |  |
| Computer software training (if applicable) |  |  |  |
| Continuous Professional Development (CPD).  The manager should help and guide the employee to identify any additional training needs they might have and ensure the employee books appropriate training. | Examples of CPD include:   * Assessment in the EYFS * Food Hygiene * Health and safety * Inclusion * Paediatric First Aid * Recruitment Best Practice * Safeguarding |  |  |  |
| Qualification Training.  The GOV.UK qualifications tool gives a list of all relevant accredited qualifications.  <https://www.gov.uk/early-years-qualifications-finder>  If you need further advice about qualifications visit <https://oxfordshirecpdonline.com/cpd/default.asp> | There are lots of training courses available to anyone that wants to work with children, young people and their families.  When deciding on any training for staff the following should be considered:   * 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

**Both of these highlighted organisations take you to** [**Online Background Checks | KnowYourPeople**](https://www.knowyourpeople.co.uk/)

**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: [DBS Check, CRB Check, Basic Disclosure Check online - CRB Direct](https://crbdirect.org.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: [Online criminal record checks | Capita](https://www.capita.com/digital-solutions/eBulkPlus)

**Search for companies that can do Disclosure and Barring Service (DBS) checks on behalf of your business or organisation (formerly Criminal Records Bureau (CRB) checks)**

Find a DBS umbrella body company - GOV.UK (www.gov.uk)

[Online Background Checks | KnowYourPeople](https://www.knowyourpeople.co.uk/)

**Oxfordshire Youth**  
Bury Knowle Coach House  
North Place  
Oxford  
Oxford  
County (optional)  
OX3 9HY

Email[dbs@oxfordshireyouth.org](mailto:dbs@oxfordshireyouth.org)

Contact telephone07828400515

Website<https://oxfordshireyouth.org/>

**Completely DBS**  
1st Floor, Enterprise House  
53a West Way  
Botley  
Oxford  
Oxfordshire  
OX2 0JE

Email[admin@completelydbs.co.uk](mailto:admin@completelydbs.co.uk)

Contact telephone01865 727751

Website[http://www.completelydbs.co.uk](http://www.completelydbs.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](mailto:earlyyears@disclosures.co.uk)

Website: [Online portal for Early Years providers- DBS checks (disclosuresdbs.co.uk)](https://www.disclosuresdbs.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**

You should join this register if you’re caring for children aged from birth to 31 August after their fifth birthday.

You will need to meet all the safeguarding and welfare and the learning and development requirements of the [Statutory requirements for the early years foundation stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2).

[Early years childcare: registering with Ofsted - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/early-years-childcare-registering-with-ofsted)

* **The Childcare Register:**

The Childcare Register has 2 parts:

* Compulsory – for providers caring for children from 1 September after the child’s fifth birthday up until their eighth birthday
* Voluntary – join this if you are looking after children aged 8 and over, or if you are choosing to register voluntarily (for example, if you’re a nanny)
* Once you have joined the Childcare Register, you must [meet the register requirements](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-requirements).

**Statutory Framework for the Early Years Foundation Stage 2021 (EYFS)**

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

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare and has 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 is 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 2018
* 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**.

[Working together to safeguard children - GOV.UK (www.gov.uk)](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)

Committee roles and responsibilities - linking to the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 and Early Years Inspection Handbook

It is important that both the committee and the staff are clear about their roles and responsibilities as this supports good working relationships and contributes to the best opportunities for children.

Below are roles and responsibilities of the committee with the links to Ofsted documents and the relevant pages, however it is important to remember that roles and responsibilities vary from group to group.

|  |  |  |
| --- | --- | --- |
| **Responsibility/tasks** | **Ofsted Document and Page No/Ref** | **Suggested role** |
| Chairperson to ensure the group works to their constitution. All committee are to read and sign the constitution.  The provision should register as a charity and review legal status to protect personal liability of committee members. See the charity commission website FAQ’s for CIO [Setting up a charity: model governing documents](https://www.gov.uk/government/publications/setting-up-a-charity-model-governing-documents)  [Setting up and running a charity: Setting up a charity - detailed information](https://www.gov.uk/topic/running-charity/setting-up)  **If there are any changes in their make up the committee must inform the charities commission and Ofsted.** |  | Chairperson and committee |
| **Ofsted must be notified of any changes in staff, committee, day-to-day running or the physical surroundings (within 14 days of any changes).**  These changes include the changes to the committee and the persons therefore who make up the registered individual. If you do not do this Ofsted will say you do not have sound knowledge of your roles and responsibilities - **This is an offence if you do not inform Ofsted and they may take further action.**  [Report changes to registered people in your nursery or other daycare (EY3)](https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3)  **It is important that those people who make up the registered person have a full understanding of the requirements and responsibilities of their role and the implications arising from it.** **Each individual must understand and feel confident about their role before accepting such a position.**  Where the registered person is an organisation, it must appoint a ‘nominated individual’ who will be responsible for all matters relating to the registration and who will act on behalf of the organisation in its dealings with Ofsted. The nominated individual must be a member of the organisation’s governing body. This person cannot be the appointed manager, unless the manager is also a member of the governing body[[1]](#footnote-1). [Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted) | EYFS  3.78  Ofsted Ref:  150068,  Ofsted Ref:  150150  Page 12 | Chairperson  This *is* the whole Committee, who are collectively responsible |
| All Committee must read the following Ofsted documents:  [Statutory framework for the early years foundation stage](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf)  [Early Years childcare registration handbook](https://www.oxfordshire.gov.uk/sites/default/files/file/early-years-childcare/eyandchildcarereghandbook.pdf)  [Early years inspection handbook](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif)  **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.  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.  Oxfordshire County Council advise:  *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.* | Ofsted Ref: 150150  Page 21, |  |
| 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. | Ofsted Ref:  150068, page 21 | Chairperson or designated Committee member with Supervisor |
| Hold all the committee/staff records (paper and electronic); receive all the paperwork from the previous chairperson.  (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).  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). | EYFS  3.2.  Ofsted Ref:150068,  Page 9 | Chairperson |
| Recruitment of staff:  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.  The Manager/Supervisor should also be involved with interviewing the staff, however not on the interview panel if it for the post of manager.  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.  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](http://www.oscb.org.uk/booking-training/)  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/> | Ofsted Ref:  Ref:150068,  Page 17 | Chairperson and Committee (secretary may help specifically with paperwork) |
| *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  [*http://ofsteddbsapplication.co.uk*](http://ofsteddbsapplication.co.uk/)*.*  The Capita website provides guidance on how to apply for a check **including information about the online subscription service.**  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.  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**](mailto:OfstedEnquiries@capita.co.uk)**Tel: +44 (0)870 850 2516** | [Ofsted DBS Application - Security Watchdog - Welcome](https://www.ofsteddbsapplication.co.uk/) | Chairperson |
| Ensure staff have sufficient understanding and use of English to ensure the well-being of children in their care. | EYFS  3.26 | Chairperson and Committee |
| The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.  To check qualifications go to  <https://www.education.gov.uk/eypqd/qualification-search.aspx> | EYFS  3.21 | Chairperson and Committee/  Supervisor of staff |
| Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues. | EYFS  3.22 | Chairperson |
| Staff training plan: work with supervisor *re* training and development.  Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures | EYFS  Annex A: Criteria for effective PFA training (7) | Chairperson and Supervisor |
| Grievance and disciplinary procedures: in charge of policy and dealing with any issues as they arise. Bear in mind **confidentiality** if discussion includes the committee/others. | EYFS  3.70 | Chairperson and Supervisor |
| Day-to-day emergencies: be available for emergencies or ensure someone else from the committee is available to do so; act as spokesperson for the group.  It is useful to have a list of contact numbers in order of priority. With information for committee members to understand when they might be first in line to be contacted, this will ensure ongoing cover.  (keep in your committee handbook) |  | Chairperson and or other Committee member |
| **Safeguarding/child protection:** committee member to oversee any incident or issues that arise; ensure that safeguarding policies (including mobile phones and cameras) and procedures are regularly updated and fully understood by all; ensure that OCC safeguarding information (which explains the duty the setting has to report any incidents and contact numbers of the Children's Safeguarding Board) is followed (enclose with prospectus).  Maintain levels of safeguarding training within the setting. (All staff to do OSCB Generalist or Designated Lead and understand safeguarding issues).  *We advise the chairperson to do Designated Lead, other committee members to do generalist training*  Inform Ofsted of any allegations of serious harm or abuse within 14 days of allegations being made.  [Working together to safeguard children updated 2018](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)  **Safeguarding Self Assessments (Audit)**  The Safeguarding Self-Assessments (Safeguarding Audits) are intended to support you to meet the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) and standards for OFSTED.  There is an expectation that you will complete this online. You will have received an email with a link and instructions on how to complete this if you are an early years setting or childminder. Please contact us at [early.years@oxfordshire.gov.uk](mailto:early.years@oxfordshire.gov.uk) if you haven't received this.  Deal with allegations made about staff/ committee members. | EYFS  3.4  EYFS  3.6  EYFS  3.8 | Committee member to oversee and work with Supervisor/  Manager |
| Ensure all staff are aware that each child is assigned a Keyperson and what that role means. | EYFS  3.27 | Chairperson and Committee |
| Ensure that confidentiality is maintained by the committee and staff. It is also important that the chair liaises with manager/supervisor re staff confidentiality.  Staff need to understand the need to protect the privacy of children in their care. | EYFS  3.70 | Chairperson |
| Storage of all information and records must be secure and safe, however, accessible and available to parents/ carers, Ofsted and relevant professionals. | EYFS  3.69 | Chairperson, Committee and Staff |
| 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 appointedmember of staff. |  | Chairperson |
| 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 theyhave been agreed at the following committee meeting). |  | Chairperson and Secretary |
| Parents and committee liaison: information and marketing to parents and the community (e.g. newsletter, parish magazine).  Ensure individual children’s records are available if parent/carer wishes to see them; help organise parents’ evenings. | EYFS  3.69 | Committee and Staff |
| 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 inthe staff’s employment contract) | EYFS  3.2 | Chairperson, Committee and Staff |
| Ensure all risk assessments are in place. | EYFS  3.65 | 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 ratiosand 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 *re* 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 *Statutory Framework for EYFS 2021*) |  | 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 understandthe voluntary nature of how the group runs. Take every opportunity to informe.g. use a regular newsletter to inform, but remember most parents will not read them somake 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 butthis 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  Complete and return all funding entitlements. |  | Treasurer  Treasurer or paid Accountant  Treasurer with Committee  Treasurer or Admissions person |
| Lead fundraiser/s, and grant applications. |  | Designated  Committee member/s  or sub-committee |
| Health and Safety committee member (including records for accidents, infections andmedication).  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  3.65  EYFS  3.49 | 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  3.52 | 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  3.53 | 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  3.55 | Designated Committee member and Staff |
| Uphold the statutory requirements as stipulated in the *Statutory Framework for the Early Years Foundation Stage* in respect of the Registered Person.  *The Statutory Framework for the Early Years Foundation Stage* 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |

Committee Action Plan

**Date Action Plan was developed: Action Plan developed by:**

# Section 6 Other useful information

The following information can be stored in this section:

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| 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](http://www.ofsted.gov.uk)  Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) |
| LADO Team -Allegations against professionals: |  | [LADO.safeguardingchildren@oxfordshire.gov.uk](mailto:LADO.safeguardingchildren@oxfordshire.gov.uk) |
| MASH/LCSS |  | <http://www.oscb.org.uk/reporting-concerns/> |
| Oxfordshire children safeguarding board (OSCB) |  | [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk) |
| Families Information Service |  | [www.oxfordshire.gov.uk/familyinformation](http://www.oxfordshire.gov.uk/familyinformation) (Family Information Directory). Now specially adapted for mobile users  [www.oxfordshire.gov.uk/parents](http://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](https://www.oxfordshire.gov.uk/cms/content/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](http://www.gov.uk/disclosure-barring-service-check) |
| Charities Commission | Charity Commission Direct,  PO Box 1227,  Liverpool,  L69 3UG | [The Charity Commission - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/charity-commission) |
| Companies House | Companies House,  Crown Way,  Maindy,  Cardiff,  CF14 3UZ | [enquiries@companies-house.gov.uk](mailto:enquiries@companies-house.gov.uk) |
| Information Commissioner’s Office | 0303 123 1113 | [www.ico.gov.uk](http://www.ico.gov.uk) |
| Directgov |  | [www.direct.gov.uk](http://www.direct.gov.uk) |
| HM Customs and Revenue | Banbury- Open until 20:00  Reading ·  Open until 20:00 | [HM Revenue & Customs - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/hm-revenue-customs) |
| Family Information Service |  | https://www.oxfordshire.gov.uk/cms/content/contact-oxfordshire-family-information-service |
| Early Years Alliance (EYAlliance) | Pre-school Learning Alliance National Centre 50 Featherstone Street London EC1Y 8RT | [Contact us | early years alliance (eyalliance.org.uk)](https://www.eyalliance.org.uk/contact-us) |
| LAWCALL | . | Log in to your [Law-Call | early years alliance (eyalliance.org.uk)](https://www.eyalliance.org.uk/law-call) 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. | [Contact us | Acas](https://www.acas.org.uk/contact) |

1. [↑](#footnote-ref-1)