A trustees role is to steer the charity towards achieving the aims or objects outlined in its governing document.

As a registered childcare provider, trustees will employ qualified and experienced childcare practitioners to lead on the day-to-day implementation of the Early Years Foundation Stage. However they must have a good understanding of the requirements in it as they have the ultimate responsibility for ensuring they are met.

- EYFS (Early Years Foundation Stage).

If you decide to volunteer on the committee, there is a lot of help available to you. Existing members are there to guide and support you 'finding your feet' and to share the workload.

Your Pre-School needs you!

- Are you interested in learning new skills?
- Would you like to meet new people?
- Would you like to share your skills, time and ideas with others?
- Have you ever wanted to help improve the running of your child's setting?

If you answer yes to any of these questions, the team would love to hear from you.



Shepley Pre-school
'In the grounds of' Shepley First School,
Firth Street, Shepley
Huddersfield HD8 8DD

VOLUNTEERING FOR SHEPLEY PRE-SCHOOL COMMITTEE

DID YOU KNOW.. Shepley Pre-School is a charity run by a parent committee. Without the committee the Preschool cannot run.

Childcare charities make a major contribution to the lives of young children and offer enormous benefits for local families and communities. This is only possible however, through the invaluable work of the individuals who volunteer as trustees to govern the charity.

This leaflet provides some information on how you can become a trustee and support your local community.



T: 01484 606022

E: preschool@shepleypreschool.com

Volunteering for the Shepley Preschool committee.

Volunteering for your preschool's parent-run committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child's life. It will also make a real difference to how your setting is managed.

The Benefits.

Research shows clear benefits for children when parents become involved in their child's learning and development from an early age. Parent involvement has been recognised by the government as being key to a child's successful development too.

You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones, as well as putting something positive back into your local community.

There are also long-term benefits should you choose to undertake further training or decide to return to full-time, paid work in the future.

What is involved?

The committee will be happy to tell you in more detail about how you can become involved. There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good thing is you don't need any experience to make a difference.

The committee members are the charity trustees of the preschool and together they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a summer fundraising event to negotiating with a landlord over the terms of a lease.

Your committee is the employer of staff in the preschool so has overall responsibility for recruiting, training and developing staff, paying their salaries and managing their contracts of employment.

Your committee also has responsibility for things like developing a business plan, managing the daily accounts and working with staff to ensure the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

Some examples of shared responsibilities for all committee members are:

- Act in the best interest of the charity; promoting its values and working to achieve its charitable objectives.
- Work as part of a team with the other trustees; whilst bringing their own ideas, perspectives and experiences to the committee.
- Regularly attend committee meetings and contribute to the effective management of the charity.
- Read committee papers and contribute to the decision-making process of the committee.
- Work with the Treasurer to set priorities for the budget.
- Undertake Ofsted suitability checks as required
- Use safer recruitment procedures and work to Early Years Foundation Stage requirements to employ suitable adults to work with the children.
- Support the Manager (the person in charge of the early years provision) to successfully run the childcare provision and ensure that the Early Years Foundation Stage and Ofsted registration requirements are met.
- Ensure all committee members and staff have clearly identified roles and responsibilities.
- Submit the annual update, or annual return and accounts to the Charity commission.
- Ensure that the charity complies with the rules in its constitution, charity law and other relevant regulations that govern the work of the charity.

What you can choose to do.

A lot of the work committees do is fun - building new partnerships with other parents and professionals, coming up with new fundraising ideas, getting exciting plans off the ground - but there are some regular jobs too.

The three main roles on the committee are Chair, Treasurer and Secretary. Further information on what these roles entail will be provided, please just ask.

The tasks can be shared between different parents, so all the work need not fall on one person.

Support.

If you decide to volunteer on the committee, there is a lot of help available to you. Existing members are there to guide and support you 'finding your feet' and to share the workload.

We are also supported by the Pre-school Learning Alliance who also run a programme of Managing Effective Settings workshops, aimed specifically at supporting preschool committees.

Early Years Alliance - the Alliance support early years providers with the ability to deliver high quality, affordable and sustainable care and learning to families, and help to ensure that all children, regardless of background, are given the best possible start in life.

As a member of the EYA trustees can also gain access to regular updates and training through EduCare.

Ofsted -To help trustees to feel confident in discussing maters with qualified managers, there is a wide range of information available on the Ofsted website.

Further Information.

If you would like specific information about how to get involved with the Shepley pre-school committee, please call in to the office or email us at **shepley@shepleypreschool.com** we would love to hear from you!

Thank you,

Shepley Pre-school Committee

& Management team.

