



## Preschool Committee

The committee is vital to the smooth running of the Preschool. We held at least 6 meetings in one year and being on the committee gives all parents involved an insight into behind the scenes of Pre-School. We also get together to organise the fundraising events. We hold an annual general meeting (AGM) in July when new committee members are elected. Our roles are:

<b>Chair</b>	<b>Secretary</b>
<b>Vice Chair</b>	<b>Fundraising Coordinator</b>
<b>Treasurer</b>	<b>Parent Member</b>

## Why not join?

At Sutton-on-the-Hill Preschool we actively encourage parents to become involved in Preschool life. One way in which you can do this is by joining the Preschool Committee. As a registered charity Sutton-on-the-Hill Preschool is managed by a committee of parent/carer volunteers. The word 'Committee' can sound off putting, but we are really just a group of parents with a little time to give to Preschool. You can volunteer for whatever role interests you most, either using the skills you already have or developing new ones you could add to your CV!

## In a nutshell

The committee works hand in hand with the Preschool Managers and staff to ensure that the needs of all children and staff are being met, to plan fundraising events and check costs are kept within our budget. It's a great way to get to know the staff better and to meet other parents over a cup of tea (or a glass of wine!). Not only is being part of the committee a truly vital role, it is also hugely rewarding and great fun. It gives you a real opportunity to see how the Preschool works as well as being able to have a genuine impact on your child's early years education.

## How does it work

Usually you join the committee for a minimum of a year though many people choose to stay on for longer. In July we hold our AGM where volunteers for any vacancies are sought. The committee requires at least 5 members and a maximum of 12 although there are always opportunities for non-committee members to get involved in. All committee members will have to undergo a DBS police check and complete an additional form called an EY2 which informs OFSTED of who is on the preschool committee. There will be plenty of help with process.

## Committee Roles

**Chair:** the main point of contact for committee members, staff and external bodies but your main role is to support the Preschool managers, with whom you will form a close relationship. You will be asked to give your details to OFSTED as you will be the main contact should they need to make any enquiries. The role is fantastically varied, offering you the opportunity to get involved in everything from staff recruitment and appraisals, to policy development and fundraising projects. At committee meetings you will be responsible for setting the agenda and coordinating roles in any plans that are made. You will also keep confidential records and keep terms and conditions of employment etc. up to date. No experience is necessary and you should seek help from existing/former committee members and staff on hand to answer questions and offer support.

**Vice Chair:** assists the Chair with running the Preschool and will stand in for the Chair in the event of the Chair's absence.

**Secretary:** responsible for taking and distributing the minutes at committee meetings and any other relevant information to committee members. Write regular Newsletters and keep parents informed with Preschool matters. Other duties may include keeping our website up to date and helping with the advertising and publicity of Preschool .

**Treasurer:** Responsible for reporting to the committee all matters to do with the Preschool's finances. Keep clear, accurate records of the Preschool's financial transactions. Manage the budget, issue bills, receipts and payment on behalf of the Preschool. Manage the bank account in consultation with the rest of the committee and sign cheques on behalf of the Preschool, as one of two signatories. Present a financial report in committee meetings when necessary and at the AGM. Arrange annual independent examination of accounts prior to the AGM. Each half term calculate fees, based on attendance information, produce invoices, and reminders when appropriate, collect cash/cheques from Preschool, record payments and bank monies. Liaising with the Accountant over payroll services.

**Fundraising Coordinator:** Our fundraisers do an amazing job coordinating fundraising and social events each term. These are fun and rewarding roles that directly benefit your children as all funds raised are spent on Preschool, either to keep us running or buying new equipment for the children. You will coordinate plans to arrange successful fundraising events. Someone who is confident to make phone calls asking for donations for prizes at events such as the fireworks night.

**Parent members:** attend our regular meetings and help with the fundraising events.

**Non elected members:** if you want to be part of the fundraising events and other Preschool functions without being committed to a post, please put your name forward for in any event or contact any member of the committee.

**Contact us by email:**  
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