



The Mobile, School Lane, Fenstanton, Huntingdon, Cambs , PE28 9JR
Registered Charity no. 292600
Telephone: 01480 496156
Email: fenstantonpreschool@yahoo.co.uk

INVITATION TO OUR AGM

We would like to invite you to our AGM (Annual General Meeting) on Tuesday 17th October at 7.30pm at the Pre-School. We aim for the meeting to last no longer than an hour and you will find the draft Agenda attached.

It is in the best interests of your child that at least one parent/carer from each family try to attend the meeting as it directly affects the running of the Pre-School. We do also need to ensure that, in line with our constitution, we have a representative proportion of parents to attend the meeting to ensure the decisions made are valid. **Please let us know if you cannot make it.**

One of the main purposes of the meeting is to elect a new Management Committee. This is a mandatory requirement by the Charity Commission and without a fully-elected Committee our Pre-School would not be able to exist. The committee is made up of parents/ carers and friends of the Pre-School who give their time voluntarily.

New Committee members are always welcomed, and we are particularly keen to find anyone with Marketing experience or interested in a fundraising role. That said, we welcome people from all backgrounds and the election process is open to all; a wide range of interests and experience helps to keep new ideas flowing!

Information on the Committee roles and responsibilities are attached. If you would like to know more please contact me or ask any committee member (our names and photos are on the website), and if you would like to put your name forward for election in advance of the AGM you can do this by email or by adding your name to the list on display at the Pre-School.

As well as the Management Committee, we also have parents/carers who are part of a Fundraising Team who work together to raise much needed funds for the Pre-School each year. We are looking for volunteers to join this team also.

The AGM is open to all and we hope that even if you do not want to volunteer your time, it is a good opportunity to meet with the staff and committee, show your support and to learn a bit more about how the Pre-School is run and how it is performing. .

If you have any further queries regarding this invitation please feel free to ask any member of staff or the existing committee and they will be happy to help you.

Yours faithfully

Sarah Conn
Committee Chair
committeechair@fenstantonpreschool.org.uk



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AGM AGENDA

Tuesday 17th October 2017 7.30pm

- Opening remarks/ Welcome
- Apologies
- Matters arising from previous AGM
- Chair's Annual Report
- Presentation of Financial Accounts
- Setting Manager's report
- Election of Committee
- Any Other Business
- Closing Remarks

Overview of the Committee's role

The overall management and control of the Pre-School rests with the individual members of the Pre-School's Management Committee. As a registered charity, Committee members also act as trustees of the Pre-school and are registered with the Charity Commission. Trustees are financially responsible for the Pre-School, however as a Committee we have ensured we have enough financial reserves to fall back on in the case of closure or redundancy. We also have Committee Liability Insurance in place.

Our committee meetings are held half termly at Pre-School in the evenings for 1-2 hours from 7.30pm. All aspects of Pre-School life are discussed. We also have a fundraising team which meet separately to discuss ways to raise funds.

The Committee:

- Are responsible for ensuring the Pre-School meet the Welfare Requirements set out in the **Early Year's Foundation Stage (EYFS)**
- Are the employers of our Pre-School staff
- Have a duty to safeguard children

We are required to:

- Work within the constitution of the Pre-School setting
- Comply with employment and anti-discriminatory laws
- Comply with health and safety regulations
- Comply with data protection requirements
- Have appropriate insurance

All the above makes it sound very formal! But getting involved is usually fun and many of us have found it a great way to get to know other parents, feel part of the community, and be directly involved in the running of the Pre-School and it's future plans.



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Numbers

We need a minimum of 5 people (and a maximum of 12) elected to the Committee at the AGM. We can decide to co-opt a further 3 Members to the Committee any time after the AGM.

The Committee has to consist of:

- A Chair, Treasurer and a Secretary ("the Officers); and
- Not less than 2 nor more than 9 other elected members

No less than 60% of the Committee can be Family Members i.e. parents or guardians of children who attend Pre-School. If the 60% figure cannot be achieved then we can make up the balance with 'Affiliate Members' i.e. individuals who have an interest in supporting the aims of the Pre-School.

Your background and Commitment

If elected to the Committee you will need to:

- Sign and uphold a confidentiality agreement
- Undertake a check by the Disclosure and Barring Service (DBS). Therefore, you must be certain you have no prior criminal convictions which would exclude you from being suitable from the post.
- Commit to attending Committee meetings (subject to extenuating circumstances) and support the Committee's work and activities

A new Committee is elected / re-elected each year in October at our AGM. You can resign from your post in writing at any time.

Responsibilities of the Officer's Roles

In addition to the responsibilities set out below it is essential that those elected to an 'Officer' post have regular access to email a PC/laptop and ideally a printer too.

Family and Affiliate Members:

- Actively engage in fund-raising activities to ensure all events are successful and reach their fundraising targets.
- Individuals may be asked or volunteer to take on specific responsibilities e.g. organising the Christmas raffle or individual fund-raising events

Committee Chair:

- Ensures the committee work together as a team
- Calls and leads meetings (general meetings twice a term, and AGM once a year) making sure everyone is able to contribute to discussions
- Makes sure the actions from meetings are followed through
- Keeps in regular contact with the Pre-School Manager to ensure arising matters are dealt with in a timely way
- Undertakes regular supervisions (1-2-1's) and annual appraisal with the Pre-School Manager
- Liaises with the Pre-School Manager & Treasurer over how finances are to be spent



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- Check policies are up-to-date. Signs policies annually and writes / re-writes policies when necessary
- Ensure checks are carried out by the Disclosure and Barring Service (DBS) on all committee members
- Liaises with outside agencies when needed e.g. Early years advisers
- Ensures website and welcome pack are kept up-to-date
- Checks risk assessments have been carried out
- Discusses staff hours and pay with the treasurer and committee in special committee meetings (without staff members being present)
- Draws up staff contracts with the Treasurer and staff
- Maintains a 'How to' guide and supporting documentation in order to successfully handover to a successor

Secretary

- Works with the Chair to draw up the agenda for meetings, making sure that any items asked for by committee members and staff members are included
- Takes minutes at each meeting and sends these out to members
- Maintains a 'How to' guide in order to successfully handover to a successor

Treasurer(s)

This role can be shared between 2 people

- Keeps record of all the financial dealings of the Pre-School
- Make/ authorise payments which the Committee has authorised the Treasurer's to make
- Makes a report about the Pre-School's financial position at each meeting of the Committee
- Arranges the Pre-Schools accounts to be audited each year
- Presents the audited accounts at the Annual General Meeting
- Maintains a 'How to' guide in order to successfully handover to a successor

Safe Guarding and Welfare Officer

It is a statutory requirement by Ofsted that every setting should have a practitioner who takes the lead for safeguarding children. This is to ensure that we take all steps to keep our children 'safe and well'.

At Fenstanton Pre-School our Manager is the lead practitioner responsible for liaising with our relevant Local Safeguarding Children Board (LSCB) and other local statutory children's services agencies. All staff are trained to identify signs of possible abuse and neglect at the earliest opportunity.

The Committee have a duty to also nominate a representative responsible for safe guarding and welfare. As this role includes training, this person will ideally have the intention of residing on the Committee for at least 2 years.

Their role includes:

- Undertake training offered by the local authority in order to understand safe guarding and welfare policies and procedures as set out in the Statutory Framework for Early Years Foundation Stage (EYFS)



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- Work with the Pre-School Manager to ensure our safeguarding and welfare policies and procedures are up to date and take into account any legal changes
- Work with the Pre-School Manager to annually review the 'Safeguarding and Welfare requirements' checklist and co-ordinate and monitor actions
- Acting as the first point of contact to parents and carers if they have any concerns about 'inappropriate behaviour displayed by members of staff working with the children'
- If the Committee are required to recruit a new member of staff, to be the lead person on 'safer recruitment' and ensure we follow the right policies and procedures. Training courses may be undertaken in this area too.
- Work with the Committee Chairperson, to ensure all staff are suitably qualified to look after children in their care and ensure training records are maintained
- Maintains a 'How to' guide in order to successfully handover to a successor

Fundraising Co-ordinator

- Works with Treasurer and Chairperson to set annual fundraising target
- Oversees the annual fund-raising target during the year and updates Committee on progress
- Works with a Fundraising Team to co-ordinate the organisation of fundraising events.
- Attending fundraising events or organising a deputy to ensure the events run smoothly on the day and to be the main point of contact
- Maintains a 'How to' guide for fundraising events in order to successfully handover to a successor

Marketing Co-ordinator

This role primarily focusses on building and maintaining the profile of the Pre-School within our local community, with the main aim of encouraging new registrations:

- Design / update posters relating to encouraging people to register their child with our setting and to promote any open days
- Co-ordinate the distribution of posters about our Pre-School in the local area
- Build and maintain a list of contacts for local publications / community magazines / websites etc where we can place adverts for the Pre-School and co-ordinate the inclusion of these
- Maintains a 'How to' guide for marketing in order to successfully handover to a successor

Website Manager

- Maintains and updates the Pre-School website with news and events
- Liaises with other members of the Committee about new content.