Committee Responsibilities

The management committee is responsible for the general operation of Woodborough Village Pre-school. Working closely with the staff, parents/carers and the Pre-school Development Coordinator at the Early Years Alliance will ensure the committee's success.

General responsibilities of the committee are:

To the Staff

- Ensure the robust recruitment and employment procedures are followed/ put in place
- Support the staff to make day to day decisions within their job description
- Support the staff in the running of the preschool to meet the requirements of the Early Years Foundation Stage
- Communicate/liaise with the supervisor and staff, both informally and formally eg committee meetings/ staff meetings, one to one meetings etc

To the Children

- Ensure the Safeguarding and Welfare Requirements of the Early Years Foundation Stage are met – jointly with the staff
- Liaise with staff to provide the best possible environment for learning through play
- Employ suitable staff

To the Parents

- Arrange meetings that are accessible and appropriate for all
- Keep parents/carers informed and updated
- Encourage and value parental involvement
- Respect and value individual needs of families
- Endeavour to respond to the ever changing needs of the community

Ofsted

- Meet the requirements of the Early Years Foundation Stage to include adequate insurance
- Report any significant changes to Ofsted to include changes to management, committee, premises and session times
- Report any major incidents and accidents or serious complaints
- Keep the relevant records and documents on the premises, securely locked away

To the Charity Commission

- Provide and adhere to a constitution/ governing document
- Inform of changes to the committee/ trustees
- Fulfil reporting requirements to include an annual report and accounts as required
- Inform of any serious incident significantly resulting in loss of funds, property, work or reputation to the charity beneficiaries