



Lavenham Pre-School  
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## Committee Policy

### Aim

The Pre-school management committee are collectively responsible for managing the Pre-school group. Being part of the Pre-school committee can be both enjoyable and rewarding. Individuals bring with them various skills, talents, expertise and ideas that can be used to enhance the group. In return, opportunities to develop new skills in areas such as management, marketing and recruitment can be gained. Providers must ensure that adults looking after children are suitable to fulfil the requirements of their roles.

### Legal responsibilities of the committee

- Complete DBS form, EY2 form and 'declaration of suitability' forms as soon as possible after election onto committee.
- Ensure that Pre-school complies with its constitution, charity law, Ofsted and local authority requirements
- Ensure that Safer Recruitment procedures are followed for all appointments of committee; staff and volunteers in the preschool.
- To adhere to all preschool policies and review them according to the policy review schedule.

### Other responsibilities of the committee

- Maintain a strict confidential approach to all committee/Pre-school matters and understand the reasons why.
- All Committee Members attend meetings regularly (minimum termly)
- Always work in the best interests of the Pre-school and follow policies accordingly
- Act with integrity, avoid any personal conflict of interest, or misuse of charity funds or assets
- Be pro-active in presenting the Pre-school as anti-discriminatory establishment that welcomes all families
- Ensure that two-way communication and support between staff and committee takes place

The Charity Commission has a statutory obligation to regulate and monitor charities and failure to run a charity in accordance with the constitution could lead the committee open to investigation.

# Main functions of the committee at Lavenham Pre-School

## Staffing

- Ensure that sound management of staff is undertaken by the manager and that strategic direction and targets are provided to staff through an appraisal and supervisions undertaken by the Pre-school manager.
- Agree staffing policies
- Review pay scales and salaries annually
- Agree when salaries are to be reviewed (e.g. when a staff member completes a new qualification)
- Nominate Committee member to undertake Safer recruitment training (a legal requirement) to work alongside a supervisor to appoint staff as needed.

## Fundraising

- Through fundraising events provide funds for additional resources other than those funded by the local authority e.g. play equipment, outings, IT resources, building improvements
- Agree priorities for use of monies raised from fundraising.
- Adopt fundraising policy and ensure that Charity Commission fundraising ethics are followed at all times

## Budget setting

Before the start of each academic year, budgets should be set for the term. These will be set via the treasurer following consultation with the pre-school manager and management committee.

## Finance

- The committee should be advised of the current financial position at every meeting
- Agree each year who should be able to sign cheques
- Agree process for petty cash
- Agree what expenditure can be undertaken by the treasurer or manager without reference to the full committee (e.g. when within budgets set above and monetary forecast is good)
- The equivalent of 3 months running costs should be set aside as 'emergency funds. If levels go below this, the committee must be convened in order to review the financial position of preschool and agree any necessary action. Agree what 'emergency' funds the treasurer should keep within preschool accounts and at what level a committee review of finances should be triggered
- Regularly review banking arrangements to maximise cash flow and interest returns

■ This policy was adopted by Lavenham Preschool *(name of provider)*

On November 2023 *(date)*

Date to be reviewed November 2024 *(date)*

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Signed on behalf of the provider



Name of signatory

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Roy Mawford

Role of signatory (e.g. chair, director or owner)

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Chair of Trustees

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