

Tarvin Pre-School Nursery Limited

Heath Drive, Tarvin, Cheshire CH3 8LS

Committee Jobs and Structure

All parents who have a child at nursery are a *Member* of the Nursery. The Committee (made up of the Directors) is made up of a group of *Members* who have been voted onto the committee and therefore become Directors of the Nursery. This is done at the Annual General Meeting (AGM) in October.



At our AGM in October we will be looking for new Committee members (who are Directors of the Nursery). Parents can be as involved as much or as little as they wish. Some of the Committee positions involve weekly tasks and responsibilities, whereas other areas of the Committee require only involvement with specific problems or events.

The Committee is responsible for the financial management and business development of the Nursery. This means ensuring we have the money we need for the building, the staff and the equipment and involves working with the staff to develop the Nursery facilities and deciding on new business developments, such as expanding the nursery or trying to make a lottery bid.

The Committee should consist of a good mix of people to help with the range of tasks it has to undertake. The Nursery needs people who can help with the business side, those that can help with the property maintenance and, the most important group, enthusiastic fundraisers and party throwers.

The Committee has shrunk considerably over the last few years. Many of the administrative roles that were done by parents (such as collecting fees, paying bills and waiting list) are now done 'in-house' and new parents may not know how to become more involved. Consequently we need to encourage more parents to come along to our meetings and become involved. We do not want the Committee to be exclusive or inaccessible to parents (including Dads!!), grandparents or carers.

We want new parents to become involved from the beginning, and hopefully, parents will remain involved for a two year period. This is not compulsory, but it eases the transfer of officers and directors considerably if we have greater continuity on the Committee.

Part of the problem in taking the Nursery forward has been the length of time it has takes for new Committee members to settle into their role. The other problem has been the volume of work that has fallen on each individual, which generally means that at the moment, most Committee members feel they have done more than their fair share after just one year.

It is the aim of the current Committee to encourage a 'rolling' programme of Directors and Committee members, who overlap, and 'job-share' thus ensuring no one comes onto the Committee feeling overwhelmed by what they have to do.

If you would like to get involved in your child's pre-school education, would like to make new friends, or if you are looking for a role to fill the space between being a full-time parent and eventually going back to work, then perhaps a job on the Committee is just for you. Maybe it can help get you back into 'work' mode. A successful year or two on the Committee can be mentioned on your C.V.

The Committee meets approximately once very half term. Fund raising teams may wish to meet separately as and when required.

Nursery Structure

A Board of Directors

This will consists of at least five directors – which must include :- The Chair, the Treasurer and the Secretary (known as the Committee Officers) plus at least 2 and a maximum of 9 other Members. Up to 3 other Members can be co-opted by the Committee. A handout '*The Role of Directors and the Company Secretary*' is available for anyone interested.

Chair

The Chair's job fall into four main parts :-

1. The public face of the Committee and Nursery. This may involve representing the Nursery at meetings or public events or dealing with the press.
2. Taking charge of meetings, making sure the meetings are effective and follow the agenda.
3. The line manager of the Nursery Supervisor and Staff.
4. Support and authorise the work of the Treasurer, checking the accounts etc.

Assistant Chair

This is a new position and is very useful for the odd occasion when the Chair is not available. It means that we also have the input from another point of view when making decisions.

Company Secretary

The role of Company Secretary is outlined in the handout '*The Role of Directors and the Company Secretary*'. This is the most 'business like' position on the Committee and is very useful for C.V's.



To ease the burden on the Company Secretary, the less formal work can be delegated to an **Assistant Secretary**, and this involves:

- Writing and receiving letters for the Nursery and keeping records and copies (this might include notification of contact addresses for the Pre-School Learning Alliance, Cheshire County Council, arranging printing of raffle tickets, placing adverts etc)
- Drawing up agendas and circulating them for Committee meetings. Taking and keeping minutes of meetings. (Committee meeting only – the minutes for AGMs and Special General Meetings are outlined under the role of Company Secretary).
- Advising date, time and venue of meetings
- Arranging venue for meetings.

Treasurer

The Committee as a whole is responsible for making financial decisions, and the Treasurer records all the transactions.

The day to day accounts are now prepared by the Assistant Treasurer and the Administrative Nursery Assistant.

The Administrative Nursery Assistant

1. Produces invoices
2. Collects and banks all monies
3. Keeps petty cash book
4. Pays purchase invoices
5. records income etc
6. Collates time sheets and passes information to the accountants for calculation of net pay and PAYE
7. Pays staff and Inland Revenue
8. Completes annual registration for the Pre-School Learning Alliance and the insurance renewals.

The Assistant Treasurer

1. Records all cash in and out on spreadsheet (Cashbook)
2. Reconciles cash against the bank statements

Treasurer

1. Checks the accounts.
2. Produces budgets
3. Completes annual return for the Charity Commission
4. Produces accounts for Companies House
5. Completes annual registration for the Pre-School Learning Alliance and the insurance renewals.

Other Committee Members

Fundraising

This is a huge and very important job. Fundraising ensures that fees are kept well below those demanded by private nurseries. Fundraising enables essential purchases of equipment for the children, pays for repairs and building works, pays for certain administration costs (such as the purchase of a photocopier etc) and contributes towards end of term parties, leaver's presents and advertising. Without the fundraising team, the Nursery would have to increase their fees significantly. .

The fundraising has increased year on year and totalled in excess of £7,000 this year.

The problem has been that this has largely fallen on the shoulders of one main organiser, and it is just too big a job for one person.

The committee would like to see the fundraising broken down into 'mini' teams of fund-raisers who would each take responsibility for once aspect of fundraisings. This would allow for varied amounts of commitment as follows:-

Cake Sales We are looking for someone to take on the organisation of between 3 and 6 cake sales for the year. We need someone who can get together with their friends to put together a sale every term or half term, with the permission of Mrs Neild.

Raffles We need someone to take on the responsibility of asking for donations, purchasing tickets and collecting the items for the various raffles we have throughout the year. (Usually Xmas concert, leavers presentation etc).



Bingo Nights

These are hugely successful and have been some of our best fund raisers. We probably have a maximum of 3 a year. Can you help?



Summer Fun Night

Subject to agreement by Tarvin Primary PTA we sometimes take a stall at the school. Can you and some friends organise this for the Nursery?

Book Club This is a more administrative role, but very important. Let us know if you could run the book club for a year.

Webb Ivory (Or similar catalogue – usually Xmas time) Again this is an administrative role and could be combined with the Book Club.

Autumn Fair We have had an autumn fair at the Methodist Church selling craft items and cakes. This was very successful and it would be brilliant if we could make it an annual event. This needs to be a group of parents – so can you help?

Parties This is not strictly a fund raiser, but we need volunteers to help organise the Children's Xmas party, Easter Party and Summer entertainment. These events are organised in conjunction with the Nursery staff, and involves helping with food/decorations etc

Sundries This is where the imaginative ones amongst you come up with new ideas for fund raising. Some of the big evenets have made us loads of money, such as May Ball, Halloween, Casino Night, sponsored walk etc We have also had sponsored bike rides, quizzes, raisin boxes, jumble sales, parking meter moneybox etc etc. We hope that with more people helping with fundraising, we will come up with some new ideas.

Match Funding and Gift Aid this has made a significant contribution to our fundraising and it needs someone to co-ordinate the claims. We have doubled our money on some of the big events through match funding sponsored by local businesses. This must continue.

Property

At the moment the maintenance of the building has been the combined responsibility of the Committee and with all the other duties we have between us, we

need a person or couple of people to make the property maintenance their responsibility.

This will involve obtaining quotations for any work that needs doing and then, with the approval of the rest of the Committee, arranging for the appropriate work to be done.

This should not be a huge commitment, and it would be helpful for someone with connections with the building trade to take this on. We would not expect any special considerations but it would be reassuring to know that the person obtaining quotes and appointing contractors was qualified or experienced in some way to do so.

Please take this opportunity to become involved in the Nursery and take on as much or as little as you can.

Further Information

If you would like to discuss any of these roles in greater detail please ask in Nursery or speak to some of the other parents. We can put you in touch with some of the committee members so you can ask them what the job entails.:

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(Please complete (tick a, b. or c) and return to Nursery – We will contact you as soon as possible)

I am interested in becoming involved in the Nursery Committee. I would like

- a) to come to the next Committee meeting to see what it's all about
- b) to speak to someone about becoming involved
- c) to be considered as *(insert Committee position you are interested in)* _____

Name _____ Child's Name _____

Tel No _____