



Impstone Pre-school

Notes and information from the Committee

The Benefits of Volunteering

Volunteering as a trustee of your child's setting is a great way to put something back into the local community and can have many rewards and benefits.

It offers you the opportunity to become more actively and practically involved in the learning and development of your child and it is widely recognised that when parents are actively involved their children can achieve more.

You will also have the chance to meet other parents, update existing skills and learn new ones. This can have valuable long-term benefits when applying for jobs or undertaking further training.

Brief History

Impstone Pre-school has been a local (not for profit) Pre-school providing child care for children in and around Pamber Heath since 1989.

In 2009/10, the Pre-school was advised it must register as a charity in order to continue receiving government funding. This initial application process was successfully completed in March 2010. The Pre-school adopted The Pre-school Learning Alliance Model Constitution 2008* as its governing document.

*Formally adopted on 21/3/2010 and due for review 21/2/2015.

During the academic year 2012/13 the Pre-school underwent a very difficult period. This resulted in a change of management and a full restructure. The staff showed true dedication and commitment to the school and the children, working without pay for some time (this situation has been recompensed). A number of the team did this while managing difficult and traumatic personal circumstance.

The Trustee Committee members also gave huge amounts of their free time and expertise to obtain the necessary funds and to resolve conflict ensuring the continued operation of the Pre-school.

As a direct result of these changes, we are in the process of undertaking a full and comprehensive review of all policies and procedures, both in respect of the Pre-school itself and the Committee/Charity compliance. Priority at this stage is with the Pre-school setting.



Charity Structure

The pre-school is managed by Amanda Davies and her team of staff, each of whom have roles and responsibilities within the structure. A number of parents also volunteer within the setting.

Amanda is charged with ensuring the Pre-schools compliance of all aspects of childcare, both in law and as required by the governing bodies. The team have identified, and implemented all relevant policies and procedures, and undertake regular review of these practices, ensuring they keep abreast of any changes in requirements. In addition to these practices, Amanda and her team have identified and implemented a number of good practice policies and procedures. The Pre-school is regularly inspected by Ofsted.

The Pre-school Trustees oversee these areas, providing full support where necessary and have a joint responsibility for ensuring compliance with relevant guidance.

The Trustee Committee is managed by the Committee Chair, and assisted by the Secretary and Treasurer. It is a requirement of the Charity Commission that there is a minimum of 5

trustees (and no more than 9). These primary roles cannot be made up of Pre-school staff members.

The Pre-school accounts are reported through an external, paid and contracted qualified accountant.

Election Process

The charity is committed to engaging a diverse committee of trustees which reflects the local community and society as a whole.

The Trustees of the charity are elected each year at the charities Annual General Meeting (AGM/EGM). Individuals over the age of 18 years who have either family or affiliated membership with the charity are eligible to be elected as trustees. Each family or affiliated member have one membership and are entitled to vote at the AGM.

A few individuals may be disqualified from acting as a trustee of a charity under the Charities Act 2003, such as those that have an unspent conviction for any offence involving deception or dishonesty, or who are undischarged bankrupts. If you are unsure if you are eligible, you can contact the Charity Commission for further guidance.

The Trustee role is also subject to the completion of suitability checks by Ofsted, which include a Disclosure & Barring Service Check – Previously known as a criminal records check. Having a conviction will not necessarily bar you from volunteering with us. This will depend on the circumstances and background to the offence (s) disclosed.



To ensure the security and compliance of the charity, you will be asked to sign a declaration of your entitlement to volunteer and to complete a EY2 form (provided to you with the welcome letter).

Trustee Overview

The Trustees are jointly responsible for the effective running of the charity and decision making with regards to the management of the charity in order to further its charitable purpose. The trustees have an overriding duty to act lawfully and in the best interests of the charity and its beneficiaries.

As a volunteer you will not be issued with a contract of employment. There will be an expectation that you will meet the roles requirements –as a charity trustee, an employer and a registered childcare provider.

This welcome pack includes a comprehensive guide from the Charity Commission which details all aspects of being a trustee, including your responsibilities, the requirements of Law and contacts and guidance which can be accessed in the event of problems or failures.

Employers

As a Trustee you are the employer of the staff working for the charity, and must obey the laws on employment. Full support on this is provided through the Early Years Foundation Stage support services, the Charity Commission and other organisations.

Confidentiality and Data Protection

As a Trustee of the Charity you will come into contact with and use confidential personal information about people, including information about children, families and other private matters. You MUST ensure that you do not breach the Data Protection Act, which provides strict rules in this area.

If you are in doubt about what you may or may not do under the Data Protection Act, seek advice from the Information Commissioners Office.

You will be asked to confirm your undertaking and sign a Confidentiality Agreement.

Expenses

Trustees are entitled to claim reasonable out of pocket expenses incurred while carrying out their duties for the charity. The expenditure must be approved by the whole committee and will only be reimbursed if it has been incurred wholly and necessarily for the setting's business while carrying out a volunteering role

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Procedures for reimbursement are included in this pack.



Liability

Impstone Pre-school is an UNINCORPORATED charity (registered charity number 1140075). This means the trustees may be held liable if there is a shortfall in the assets of the charity where it is unable to meet a liability. HOWEVER, if the trustees act lawfully in accordance with the charity's constitution, this personal liability is rare. It is also the charity's policy to put an appropriate level of reserve in place to cover expenses when they become due to safeguard against this situation.

*Please note the indemnity clause on the last page (section 12.) in regard to your personal liability.

Training

You may be interested in attending training courses and workshops which are run by the Pre-school Learning Alliance. Details of these are available through a brochure which can be requested through info@pre-school.org.uk

Health and safety

The charity regards the management of health and safety as an integral part of its business and as a management priority.

Details of the settings and your requirements to Health and Safety are outlined in the policy document. The procedures for all aspects of Health and Safety are held and controlled by the setting. A copy is available upon request.

Safeguarding children

It is a policy of the setting to ensure that children have a safe, positive environment where they can learn and develop. It is also the duty of the trustees to ensure that all staff and volunteers

1. Are committed to children's well-being and safety;
2. Are clear about their responsibilities and to safeguard and promote children's welfare;
3. Know the procedures for highlighting concerns; and
4. Have appropriate guidance and training to undertake their roles.

A copy of the setting Safeguarding policy, procedures and relevant documentations are available upon request.



Charity Commission Registration

Impstone Pre-school is a registered charity (number 1140075) with the Charity Commission, which is the regulator for charities in England and Wales.

Trustees must complete an annual return and an annual report for the Charity Commission each year, and within 10 months of 31st August – our financial reporting year end date. Responsibility for this action lies with the Committee Chair and Treasurer (in co-ordination with the appointed Accountant).

Ofsted Registration

Impstone Pre-school is a registered child care provider with the Office for Standards in Education, Children's Services and Skills (Ofsted). Ofsted inspect and regulate the quality and standards of care and education in the early years setting.

Together, the charity trustees are the 'registered person' with Ofsted and have overall responsibility for the childcare provision; though the manager will be the person who is in charge of the day-to-day running of the provision.

Early Years Foundation Stage

Ofsted regulate and inspect day care provision against the outcomes of the Early Years Foundation Stage, which is a mandatory framework for all registered childcare providers and schools caring for children from birth to 5 years. It was developed to ensure that all childcare services, whether they were established or new, provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs.

You can obtain a copy of the Early Years Foundation Stage pack from DCSF publications or download it from www.dcsf.gov.uk

Useful Contacts

Pre-school Learning Alliance www.pre-school.org.uk

Charity Commission www.charity-commission.gov.uk

Ofsted www.ofsted.gov.uk