



The Lenches Pre-school
Church Lench Village Hall
Main Street
Church Lench
Evesham, WR11 4UE
info@thelenchespreschool.org.uk

Roles and Responsibilities

Chairperson

- The chairperson is the public face of the elected committee, representing the setting where necessary at public events and sometimes at meetings of other organisations;
- The chair needs to know the roles and legal obligations of the committee;
- To facilitate and chair meetings of the charity; including committee meetings, open meetings, and general meetings, such as Annual General Meeting (AGM);
 - the chair needs to ensure committee members and staff have clearly identified roles and responsibilities;
 - to set the agenda for meetings together with Secretary and Manager;
 - to ensure effective administration and co-ordinate the work of the committee;
- To act as the Nominated Person for OFSTED purposes;
- To approve committee expenditure;
- To line manage the employees of the charity;
- To support other committee members and authorise the work of the Treasurer.

Treasurer

- To ensure the trustees are aware of the financial position of the charity, providing up-to-date written statement of accounts at committee meetings;
- To ensure that all trustees are aware of their financial responsibilities and comply with the charity's finance procedures and those required by the Constitution;



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- To ensure that the trustees apply the charity's resources exclusively in pursuance of its charitable objectives;
- To presents accounts to the members at the AGM;
- To act as a signatory in line with the charity's financial procedures.

Financial Records

- Open and maintain the group's bank account, updating the list of signatories as necessary. It is good practice to have three signatories; all of these must be volunteer committee members, unless stated differently in the group's constitution.
- Prepare in advance an annual budget, as agreed by the trustees.
- To issue bills and receipts on behalf of the charity and ensure that all necessary payments are made promptly.
- To ensure that the charity's financial records are maintained accurately and update on timely basis.
- To liase with staff on behalf of the trustees to ensure effective financial control of the charity's finances.
- To ensure that quarterly financial returns and year-end supplements are completed, signed and returned with agreed deadlines.
- To ensure that bank accounts are reconciled to the charity's financial records at least once a month. To review the bank reconciliation and sign it.
- To ensure that any funds held by the committee are used in accordance with the terms of the charity's reserves policy.
- To review and return any other financial reports as necessary.
- To attend finance training if time and resources are available.



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- To prepare wages and salaries, for payment with regard to PAYE and NI. Keeping income tax records P14/P45/P60 (this can be delegated to a payroll service or administrator).
- To ensure that committee expenses are paid.

Secretary

- To respond appropriately and punctually to all correspondence; keeping proper records.
- Organise all meetings including booking venues, and liaising with attendees to ensure they are all informed about next meeting and Agenda and Meetings are send out before the meeting.
- Collect all points to draw up meeting agendas and circulate to all meeting attendees punctually.
- Take comprehensive and accurate minutes during meetings, type up and send out to all attendee in timely manner.
- Gather all relevant information. Distribute to all appropriate people.
- Support all committee members and staff members by ensuring the administrative function is accurate and efficient.

Other Committee Members

The rest of the work is shared between the other committee members. In addition to being jointly responsible for all decision making, members of the committee will arrange for the following work to be done, though they may not do it in person:



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- Keeping the whole group informed of the committee's decisions and activities using a notice board, newsletters, emails.
- Administering a waiting list according to the group's admissions policy.
- Fundraising.
- Buying equipment or looking for fundraising to buy equipment for the group in consultation with staff.
- Ensuring that registration and inspection requirements are met in consultation with staff.
- Arranging the group insurance and maintaining an inventory- keeping a copy separate from the setting in case of fire.
- Making sure the group is a safe place to be for children and adults- with staff making regular checks on the accident record, conduct risk assessments and ensuring Health and Safety standards are met.
- Making sure policies and procedures are reviewed once a year.
- Recruitment and induction of staff.
- Staff appraisals.
- Representing the setting as and when required.

Information about being a Trustee

All trustees have shared responsibility for the day care provision. However, one individual, usually the Chair, will be 'nominated person', to represent the organisation as the main contact with OFSTED. OFSTED will carry out a number of checks on the suitability of the 'registered person'. These will include an overview, DBS and health check.

Each new trustee will need to complete DBS form. It's a declaration of criminal record and other matters that will determine suitability to work with or to be in contact with children.



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Together the charity trustees are the 'registered person' with OFSTED and have overall responsibility for the childcare provision. The manager is the person who is in charge of day-to-day running of the provision.

Being legally responsible for a provider means that the committee, trustees or directors are the employers of the staff and are legally and financially responsible for the business. They are also responsible for making sure that the EYFS requirements are met. Each individual makes up the overall registered provider and is equally responsible and accountable for the provision. For example, if we find a provider is not meeting requirements, we will address any letters that we need to send to the registered provider. This will be the committee, trust or limited company and not an individual person.

Source: [Gov.uk Ofsted Early Years](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281242/Ofsted_Early_Years.pdf)

Role of the Manager

- Manage the day to day running of the setting.
- Liaise regularly with the Chair.
- Support Key Person in maintaining children's developmental records.
- Deploy and manage staff to ensure ratios are met.
- Carry out staff induction, staff appraisals and review training records.
- Co-ordinate staff meetings.
- Ensure planning, observations and assessments are carried out.
- Liaise with committee over booking children in, spaces and completing and maintaining registration forms etc.
- Ensure health and safety checks are carried out.



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- Ensure EYFS is delivered and practice guidance and welfare requirements are met.
- Safeguarding and Child Protection
- Deal with complaints in the first instance.
- To report to the committee DSL issues.
- Work with committee to update paperwork i.e. policies and procedures, admission forms, prospectus etc.
- Liaise with committee members over consultation and SEF.
- Parent partnership.
- Support Key Person relationships.
- Working with Local Authority professionals i.e. Improvement Advisors, SEND.

Updated 6th May 2024 by:

*Millie Benbow
Chairperson*

*Paula Challacombe
Manager*