



Stoneyhill Playgroup

Playgroup No: SC017612

Volunteer for your Playgroup Committee

- Are you interested in learning new skills?
- Would you like to meet new people?
- Would you like to share your skills, time and ideas with others?
- Have you ever wanted to improve the running of your child's setting?

If you answer "yes" to any of these questions, the team at your child's playgroup would love to hear from you.

The benefits

Research shows clear benefits for children when parents become actively involved in their child's learning and development from an early age. Parental involvement has been recognised by the Government as being the key to a child's successful development too. Volunteering for our playgroup parent-run committee offers an ideal opportunity for you to become more actively and practically involved in this aspect of your child's life. It will also make a real difference to how your setting is managed.

You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones, as well as putting something positive back into your local community.

Opportunities

Working as part of the playgroup committee is all about opportunities – for the playgroup, but also for yourself – and from small beginnings, you could find yourself taking a new direction in life.

What is involved?

Your child's playgroup committee will be happy to tell you in more detail about how you can become involved. There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good thing is you don't need any experience to make a difference.

Your committee members are the trustees of the playgroup and together they are responsible for the overall management and smooth-running of the setting.

Your committee is the employer of staff in the playgroup so has overall responsibility for recruiting, training and developing staff, paying their salaries, and managing their contracts of employment.

Your committee also has responsibility for things like developing a business plan, managing the daily accounts and working with staff to ensure the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures.

What you can choose to do

A lot of the work committees do is fun – building new partnerships with other parents and professionals, coming up with new fundraising ideas, getting exciting plans off the ground - but there are some regular jobs too.

The three main roles on the committee are Chair, Treasurer and Secretary. The list below explains briefly what each role does, along with some duties that are common to all committee members. The tasks can be shared between different parents, so all the work need not fall on any one person.

Chairperson

- Represents and acts as a spokesperson for the playgroup.
- Chairs meetings of the playgroup; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- Sets the agenda for meetings together with the Secretary.
- Co-ordinates the work of the committee to ensure effective administration.
- Line manages the Manager of the setting.
- Supports other committee members and authorises the work of the Treasurer.

Treasurer

- Ensures the committee are aware of the financial position of the playgroup, providing an up-to-date written statement of accounts at committee meetings.
- Ensures that all committee members are aware of their financial responsibilities and comply with the playgroup's finance procedures.
- Presents accounts to the members at the AGM.
- Manages the playgroup's bank account, updating the list of signatories as necessary.
- Prepares in advance an annual budget, as agreed by the committee, and monitors it regularly.
- Issue bills and receipts on behalf of the playgroup and ensures that all necessary payments are made promptly.
- Ensures that the playgroup's financial records are maintained accurately and updated on a timely basis.
- Manages staff payroll and volunteers' expenses.
- Arranges for the accounts to be checked annually and independently.
- Reviews and returns any other financial reports as necessary.

Secretary

- Responds punctually to all correspondence; keeping proper records.
- Organises all meetings including booking venues, liaising with attendees to ensure they are informed etc.
- Draws up meeting agendas and circulates to all attendees punctually.
- Takes accurate minutes during meetings, types up and sends them out to all attendees in a timely manner.
- Supports all committee and staff members, by ensuring the administrative function is efficient.

Shared responsibilities for all committee members

- Act in the best interests of the playgroup; promoting its values and working to achieve its charitable objectives.
- Work as part of a team with the other trustees; whilst bringing their own ideas, perspectives and experiences to the committee.
- Regularly attend committee meetings and contribute to the effective management of the playgroup.
- Read committee papers and contribute to the decision-making process of the committee.
- Work with the Treasurer to set priorities for the budget.
- Use safe recruitment procedures to employ suitable adults to work with the children.
- Ensure all committee members and staff have clearly identified roles and responsibilities.
- Submit the annual update, or annual return and accounts, to the Playgroup Commission.