

Childcare Provider

Voluntary Management
Committee Member
Information Pack



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Introduction

This information booklet has been designed to inform and inspire anyone who wants to join a childcare voluntary management committee (CVMC).

People join CVMCs for many different reasons:

- They have a child who attends the childcare provider and want to learn more about it and become involved in its management.
- They are approached by a member of the CVMC to join
- They have some time to give to a good cause
- They want to become involved in their community
- They have skills and experience which they can use positively on a CVMC
- They want some experience in managing a childcare organisation



Here are some things people have said about becoming a member of a CVMC:

'I've never been part of a group before, being a Secretary helped refresh my admin skills, boost my confidence and enhance my job prospects.'

'My son likes it that I am involved with playgroup. I get to know the staff more and what is actually involved in the care of my child.'

'Being a Chairperson is a demanding role but reflecting back on my last 2 years I have learnt and incredible amount about myself and others and most of all how much work is involved in providing quality childcare.'



Benefits of being a member of a Childcare Voluntary Management Committee

Whilst joining a Childcare Voluntary Management Committee may seem daunting, it is important to note the many benefits of becoming a member of a voluntary management committee. As well as being able to be part of the delivery of a valuable service in the community, you can gain useful transferable skills which can be a welcome addition to anybody's curriculum vitae. Thousands of people are involved and enjoy their experience for the following reasons:

1. If your child attends the childcare setting you can be involved more in their experience of childcare
2. You can further develop your existing skills
3. You can gain new skills
4. Committee Meetings can be a good way to socialize!
5. You have the satisfaction of knowing you are involved in your local community
6. You increase your employment prospects by being a member of a Childcare Voluntary Management Committee as you can include your membership of a CMVC on a CV.
7. You may get opportunities for further training
8. You can transfer you skills gained from life experience to a worthwhile cause within your community
9. Seeing happy children and parents can be incredibly rewarding
10. It can make retirement very interesting!



What is a Childcare Voluntary Management Committee and how does it work?

A Voluntary Management Committee is the group of people who are legally responsible for the overall management and decision making within the Childcare setting.

Management Committee members are responsible for planning the direction and activities of the organisation, they usually meet on a termly or monthly basis to discuss and make decisions about the childcare setting.

If you are part of a Management Committee you can be referred to as: a committee member, board member, member of the management or executive committee, a director, a governor. Regardless of the variety of titles they still have the same responsibilities.

Management Committee members are responsible for planning the direction and activities within the group and its performance. For example within a childcare setting the management committee will be responsible for actioning recommendations from OFSTED or recruiting new staff.

If a group has few or no staff, Management Committee members may be directly involved in its day-to-day running. In larger groups staff will usually carry out the day to day work. The Management Committee are responsible for directing and monitoring activities and planning for the future.

The name of your organisation's committee and committee members depends on what type of organisation you are:

Legal Structure	What the Committee is usually called	What Committee members are called	Name of your Governing Document
Unincorporated Association	Management Committee	Management Committee members	Constitution
Company Limited by Guarantee	Board of Directors	Directors	Memorandum and Articles of Association

You may also be a registered charity, in which case:

Type of organisation	What the Committee is usually called	What Committee Members are called	Name of your Governing Document
Registered Charity	Board of Trustees	Trustees	Constitution

Responsibilities as a Childcare Voluntary Management Committee Member

All management committee members have the following responsibilities:

Vision and Leadership

The Management Committee will originally establish the vision, purpose and aims which take the group forward. For example in a childcare setting the vision maybe 'To provide quality, affordable childcare in a safe and secure environment.' In doing this the Management Committee establishes the fundamental values, ethical principles and strategic direction in which the group operates.

Accountability and Legal Liability

The Management Committee is accountable for everything the organisation does, from day to day activities to how it spends money. The Management Committee is accountable to the membership of the group and other key stakeholders such as funders. The Management Committee monitors and evaluates all areas of performance.

Keeping it legal

Everything the Management Committee and the group do must be in line with its governing document, e.g. constitution or memorandum and articles of association, as this is the set of rules by which it conducts its business. The Management Committee must also ensure that it keeps itself 'safe' by complying with the groups' rules within its governing document, all relevant legal requirements and any other regulatory requirements such as Contracts for Funding.

Financial Management

The Management Committee ensures that all money, property and resources are properly used, managed and accounted for. Suitable financial systems and procedures should be put in place, reviewed and updated regularly. Often the role of the financial management is delegated to the Treasurer but it is important that the management committee members realise that financial responsibilities are the joint responsibility of committee members. Whilst financial duties may be delegated to the Treasurer and workers, financial responsibility can not. For example in a childcare setting the impact of a fee rise can be explained by a treasurer but the decision on whether to raise fees must be made by the whole Committee. Management Committee members should receive, and ask for, regular financial reports and seek clarity of they don't understand and of the information provided.

Managing Staff and Volunteers

In organisations that employ staff, the Management Committee then becomes the employer. They must ensure that appropriate policies and procedures are in place for staff and volunteers, and that both are properly managed and supported. The Management Committee 'usually represented by the Chairperson, also directly line manage the most senior member of staff.



What is expected from Management Committee Members?

To act only in the best interests of the group

This means putting the group's interests before any other personal or professional interests. Even if another body such as your employer or local group has nominated you onto another Management Committee you must remember to serve the best interests on which you are sitting.

To be involved in major decisions

You need to be actively involved in decision making. Meetings must be attended regularly and you need to contribute to them. You should also honour decisions taken at meetings you may not have been able to attend.

To take decisions jointly with other Management Committee members

The Management Committee must act together for the overall benefit of the group. No member can make decisions or take action alone, unless the governing document specifically allows this or it has been agreed at a previous meeting or it has been agreed at a previous meeting they should do so on behalf of the group for some reason.

To attend and contribute to all Management Committee meetings

This means devoting the necessary time and effort to prepare for meetings and feeding back to the chairperson your opinions on any agenda item if you are unable to attend for any legitimate reason.

To be unpaid

As a Management Committee member you are a volunteer. You are entitled to claim reasonable out of pocket expenses if that is the policy of your group. You can be paid for services you provide to your group in certain circumstances and where approval is given in the governing document.

To be objective, honest and behave with integrity

As a Management Committee member this is how you should act in relation to all matters relevant to your group.

To ensure there are no conflicts of interest

It is the responsibility of each Management Committee member to let the Chairperson know of any development that may result in a direct conflict of interest with decisions being taken by the Management Committee.

To use their specific skills, knowledge or experience to contribute to sound decision making

This should always be done in the best interests of the group and not the individual or any other specific interests they hold.

To treat matters within the organisation as confidential and abide by decisions taken

All business within Management Committee meetings is confidential and decisions taken are focused on 'Collective action'. Management Committee members should not seek to undermine any previous decisions.

What are the Roles on a Childcare Voluntary Management Committee?

All Committee Members need to:

- Read the constitution – This is the document which is the group's governing set of rules, ask questions if you don't understand it, for a sample constitution see Appendix 2 or setting can insert their own constitution
- Help organise group activities
- Prepare for meetings by reading papers etc
- Contribute to groups collective decisions of the group
- Support the Chairperson, other office bearers and the work of the group
- Read all policy documents, strategic plan etc relevant to the group
- Tell other people about the group
- Encourage new members to join

There are usually 3 key positions on a Management Committee which support the group to function. These are *Chairperson*, *Secretary* and *Treasurer*. Sample job descriptions for these roles are in Appendix 1.



Committee Meetings – What to expect

The meetings agreement below is a useful document for all Committee members to sign and agree to adhere to as an acceptable code of conduct.

A MEETINGS AGREEMENT

I expect:

- A clear agenda and relevant documents
- These to reach me before the meeting
- An adequate room and appropriate seating
- A clear understanding of the purpose of the meeting
- People to be punctual
- A chair who is sympathetic, keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions, keeps discussion to the point
- My contributions to be heard
- Others to contribute to the discussion
- The decision making to be clear
- Committee Members to work together and to want discussions to be meaningful
- Committee Members to be supportive and to learn from one another
- Committee Members to be ready to take collective responsibility for the minuted record of views expressed and decisions reached

Others can expect me:

- To have read the agenda, minutes and any other papers and noted items I want to say something about
- To have my papers and my notes at the meeting
- To be punctual
- To make relevant contributions
- To listen and consider what others say
- To accept my share of the collective responsibility
- To abide by the rules of confidentiality
- To give at least one months notice should I decide to leave the Committee

Signed:

Questions you should ask before you join a Childcare Voluntary Management Committee

1) Group aims & objectives

What is the group aiming to achieve? Is this an organisation you wish to commit to?

2) Is there a governing document?

This could be a constitution or memorandum and articles of association. This gives the group a recognised legal form and guidance upon how the committee should function.

3) What is the legal status?

If a company, is the group registered on companies' house? Check that the director/contact information is correct and that the group are up to date with returns.

You can do this by visiting www.companieshouse.gov.uk/

4) Is it a registered charity?

Check that the trustee names and contact details are correct and that they up to date with returns?

Did you know you can do a simple check on www.charity-commission.gov.uk/

5) What is the current financial position?

Does the group have any outstanding debts? Are there enough funds to cover redundancy costs if the group had to close?

You can calculate this quickly and easily at www.direct.gov.uk/en/Diol1/DoltOnline/DG_4017972

6) How often does the group meet and what other commitments would I have?

As a committee member you need to be confident you can fulfil your role effectively?

7) How many staff are employed?

As a member of a voluntary management committee you have collective responsibility for the employment of the staff and the statutory requirements associated with this.



Glossary of Terms

Agenda – A schedule for what will be discussed during a Management Committee Meeting

AGM – Annual General Meeting

Chairperson – The leader of a Management Committee

Constitution – A document which sets out the rules of how the group will operate

Extraordinary meeting – a meeting which is called outside of normal monthly Management Committee meeting usually to discuss something urgently

Incorporation – Where the organization is set up as a separate company from the Management Committee. In Childcare settings this is usually either a Company Limited by Guarantee, Community Interest Company or Private Limited Company. The Management Committee are still responsible for the organization.

Minutes – Recorded information on what has been decided at a Management Committee Meeting

OFSTED – Office for Standards in Education. This is a government department which regulates education and childcare

Quorate – The number of votes needed by members on a management committee to make a decision

Registered Charity – An organization which has charitable aims and is registered with the charities commission

Secretary – The administrator and organizer for a management committee

Stakeholders – Any organization which is involved in the funding or receiving the services of the childcare setting

Treasurer – The finance information holder position on a Management Committee

Support Organisations

Cumbria Childrens Services
www.cumbria.gov.uk/childrensservices

Cumbria Childrens Information Service
www.cumbria.gov.uk/childrensservices/childrenandfamilies

CVS - Cumbria Council for Voluntary Services
www.cumbriacvs.org.uk

FSB - Federation of Small Business
www.fsb.org.uk

ACAS (Advisory Conciliation and Arbitration Service)
www.acas.org.uk

Charities Commission
www.charities-commission.gov.uk

Daycare Trust
www.daycaretrust.org.uk

OFSTED
www.ofsted.co.uk

Appendix 1 - Job descriptions for Chairperson, Secretary and Treasurer

Sample – Job Description for a Chairperson

Job title: Chair of

The role of the Chair is to lead management committee, ensuring that it fulfils its responsibilities for the governance of the organisation, and when staff are employed, to work in partnership with the manager, helping him or her achieve the aims of the organisation; and to optimise the relationship between the board of trustees and the staff/volunteers.

The responsibilities of the chair will include:

- Providing leadership for management committee members, enabling the board to act strategically to meet both policies and priorities;
- Planning the annual cycle of board meetings;
- To liaise closely with the secretary about dates, arrangements and agendas for committee meetings;
- Chairing Management Committee meetings;
- Monitoring that decisions taken at meetings are implemented;
- Representing the organisational functions, meetings and acting as a spokesperson as appropriate

Where staff are employed:

- Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate;
- Leading the process of appraising the performance of the Chief Executive;
- Sitting on appointment and disciplinary panels.

Signed:

Date:

Disclaimer: This agreement is binding in honour only and is not a contract of employment or legally binding.

Appendix 1 - Job descriptions for Chairperson, Secretary and Treasurer

Sample Job Description for Secretary

Job title: Chair of

The role of secretary is to support the chair by ensuring the smooth functioning of the Management Committee.

The responsibilities of the secretary will include either doing the following tasks or delegating them to a member of staff and ensuring that they have been carried out:

- Preparing agendas with the chair and chief executive and consider suggestions from other committee members
- Making all the arrangements for meetings (booking the room, arranging for equipment and refreshments, organising facilities for those with additional needs, etc)
- Preparing agendas in consultation with the Chair and circulating them and any supporting papers in good time.
- Receive agenda items from other management committee members/ staff
- Checking that a quorum is present (refer to constitution)
- Minute the meetings and circulate the draft minutes to all Management Committee members
- Ensuring that the minutes are signed by the chair once they have been approved
- Circulate agendas and minutes of the annual general meeting and any special or extraordinary meetings
- Sit on appraisal, recruitment and disciplinary panels as required
- Prepare a secretary's annual report
- Make arrangements for the Annual General Meeting
- Obtain nominations for people wishing to become officers and committee members for the following year.

Signed:

Date:

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Appendix 1 - Job descriptions for Chairperson, Secretary and Treasurer

Sample - Job Description for a Treasurer

Job title: Chair of

The overall role of a treasurer is to maintain an overview of the organisation's affairs, ensuring financial viability and ensuring that proper financial records and procedures are maintained.

The responsibilities of the chair will include:

- ensuring that at start of the Treasurer role all financial information is handed over and understood
- overseeing, approving and presenting budgets, accounts and financial statements
- being assured that the financial resources of the organisation meet its present and future needs
- the preparation and presentation of financial reports
- ensuring that appropriate accounting procedures and controls are in place
- liaising with any paid staff and volunteers about financial matters
- advising on the financial implications of the organisation's strategic plans
- monitoring the organisation's investment activity; and ensuring its consistency with the organisation's policies and legal responsibilities
- ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission
- If audit is required, ensuring that the accounts are audited in the manner required, and any recommendations of the auditors implemented
- keeping the committee informed about its financial duties and responsibilities
- contributing to fundraising activities and ideas
- making a formal presentation of the accounts at the annual general meeting and drawing attention to important points **in a coherent and easily understandable way**
- sitting on appraisal, recruitment and disciplinary panels as required

Signed:

Date:

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Appendix 2 - Sample Constitution

Sunshine Pre School

1. Name

The name of the Association shall be the Sunshine Pre School Voluntary Management Committee (hereafter called 'the Group').

2. Objects

The objects of the group shall be:

- (a) to provide the necessary facilities for the daily care, recreation and education, through play, of children during out of school hours and school holidays;
- (b) to advance the education and training of the persons in the provision of such care, education and recreational facilities.

3. Powers

The furtherance of the said objects but not further or otherwise the group shall have the following powers:

- a) to raise funds and apply for, invite, obtain, collect and receive contributions from any other person or persons whatsoever by the way of subscription, donation, grant, legacy and otherwise; provided that the Group shall not undertake any permanent trading activities in raising funds for the said objectives;
- b) to employ on such terms and conditions of employment as the group shall determine any paid or voluntary worker or workers to assist in the attainment of said objectives;
- c) to do all such other lawful things as shall further the attainment of the said objectives or any of them.

4. Membership

- (a) membership shall be open to all parents or guardians on the attendance register of the Group and to other persons who are interested in furthering the work of the group;
- (b) the committee hereinafter shall have the right
 - (1) to approve or reject applications for membership;
 - (2) for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the committee before the final decision is made.
- (c) every member shall subscribe to the Group such annual sum for the next financial year as shall be determined at the Annual General Meeting hereinafter mentioned and the words 'financial year' shall mean the period April 1st to March 31st inclusive.

5. Honorary officers

- (a) at the Annual General Meeting hereinafter mentioned, the Group shall elect a Chair(person), a secretary and a treasurer (hereinafter called 'the Honorary Officers') being persons who are members of the Group.
- (b) The Honorary Officers shall hold office until the conclusion of the next Annual General Meeting after their election but shall be eligible for re-election provided that no Honorary Officer shall hold office for more than three consecutive years. On the expiration of such period, two further years must elapse before any further Honorary Officer shall be eligible for re-election.
- (c) The Honorary Officers shall be ex-officio members of the Committee hereinafter constituted.

Appendix 2 - Sample Constitution

Appendix 2 - Sample Constitution

6. Committee

- (a) save as otherwise herein provided, the policy and general management of the affairs of the Group shall be directed by the Committee hereinafter constituted.
- (b) The committee shall consist of the Honorary Officers and not less than two nor more than ten other members of the Group elected by the Annual General Meeting hereinafter mentioned.
- (c) In addition to the Honorary Officers and the members so elected, the Committee may co-opt to serve on the committee in an advisory capacity other interested individuals or representatives of statutory or voluntary agencies active in the locality or of such other organisations as the Committee may determine, provided that no such co-opted member shall be entitled to vote.
- (d) The members of the Committee shall hold office until the conclusion of the Annual General Meeting next after their election or co-option, as the case may be, but shall be eligible for re-election or co-option.
- (e) The Committee shall meet not less than six times per year.
- (f) Four members of the Committee (or one third of the Committee members for the time being – whichever is the greater) shall constitute a quorum.
- (g) Minute books shall be kept by the Committee and the Secretary shall enter therein and record all proceedings and resolutions of the Committee.

7. General Meetings

- (a) the first general meeting of the group shall be held not later than the 5TH December 2012, and once in each year thereafter an Annual General Meeting of the group shall be held at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the committee shall determine. At such Annual General Meeting the business shall include:
 - (1) the receipt of the Annual Report and the accounts for the preceding year from the Committee;
 - (2) the appointment of an auditor or auditors;
 - (3) the election of the Honorary Officers and the members (other than co-opted members) to serve on the committee;
 - (4) the determination of the annual membership subscription payable under 4c hereof;
 - (5) the transaction of such other matters as may from time to time be necessary.
- (b)
 - (1) the committee may at any time, and the Secretary shall within 21 days of receiving a written request to do so, signed by not less than one quarter of the members for the time being of the group (or such other number of the Group the General meeting may from time to time determine), and giving for the request, call a special General Meeting of the Group;
 - (2) notification of the General Meeting shall be given in writing by the Secretary to all members not less than 28 days prior to the meeting
- (c)
 - (1) the quorum for a General meeting shall be one third of the total membership, for the time being, of the Group, or such other number as the Group in General Meeting shall from time to time determine.

8. Finance

- (a) accounts
 - the Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to;
 - (1) the keeping of accountancy records of the group
 - (2) the preparation of the annual statements of account for the Group;
 - (3) the auditing or independent examination of the statements of account for the Group;
 - (4) the transmission of the statements of account of the Group to the commissioners.
- (b) annual report
 - the committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual Report and its transmission to the commissioners.
- (c) annual return
 - the committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that act) with regard to the preparation of all Annual Returns and its transmission to the Commissioners.
- (d) funds
 - the funds of the group shall be applied in the furtherance of its objects and no payment shall be made to any member except for the services actually rendered as the Committee except reasonable and proper out of pocket expenses.
- (d) bank account
 - a bank account shall be opened in the name of the Group with National Westminster bank or such other bank as the committee may from time to time determine. The Committee shall authorise in writing to the Secretary, the Treasurer and two other members of the committee (not being co-opted members) to sign cheques on behalf of the group. All cheques must be signed by not less than two of the four authorised signatories, at least one of whom shall be a Committee member.

9. Alteration of the constitution

No alteration or addition to this constitution shall be made except at a General meeting of the Group called for such purpose. No alteration or addition should be made to clause 2, 9 or 10, and no alteration shall be made which would cause the Group to cease to be a charity in law. Alterations or additions to the constitution shall receive the assent of not less than two thirds of all members present and voting at a General Meeting.

10. Dissolution

The Group may be dissolved by a resolution passed by a two thirds majority of those present and voting at a special General Meeting convened for the purposes, of which 21 days notice shall be given (to the members). Such a resolution may give instructions for the disposal of any assets held by or in the name of the Group but provided that if any property shall not be paid to or distributed among other members of the Group, but shall be given or transferred to other such charitable institution or institutions having objects similar to some or all of the objects of the Group as the Group may determine and if and in so far as effect cannot be given to this provision, then to some other charitable purpose.

Signed: (Chair)

Date

Signed: (Secretary)

Date

Signed: (Treasurer)

Date

Appendix 3 - Sample meeting agenda and sample minutes

Sample Meeting Agenda

In order for a committee meeting to run smoothly an Agenda is used and followed to allow the Management Committee to function. Agendas are a summary of the items to be discussed at the meeting and show the order in which they should be discussed. An example of a Childcare Provider Voluntary Management Committee Agenda is shown below.

Agenda

Sunshine Pre School

6.30pm Thursday 26th October 2012

Sheldon Community Centre Meeting Room

- | | | |
|-----|--------------------------------------|--------|
| 1. | Attendance and apologies for absence | 6.30pm |
| 2. | Minutes of the last meeting | 6.35pm |
| 3. | Matters arising | 6.40pm |
| 4. | Managers report | 6.45pm |
| 5. | Treasurer's report | 7.00pm |
| 6. | Planning for Christmas Celebration | 7.10pm |
| 7. | Fundraising ideas | 7.20pm |
| 8. | Modern Apprentice opportunity | 8.00pm |
| 9. | Any other business | 8.20pm |
| 10. | Date, time and place of next meeting | 8.30pm |

Agendas should always be circulated in advance of meetings by the Secretary, to give people a chance to think about the issues. It can be useful to allocate a certain amount of time to each item to help the Chairperson keep the meeting on track!

Appendix 3 - Sample meeting agenda and sample minutes

Sample minutes from this meeting may look like this

Minutes

Sunshine Pre School

6.30pm Thursday 26th October 2012

Sheldon Community Centre Meeting Room

1. Attendance and apologies for absence

Attended: Chair, John Smith (JS), Treasurer, Carol Major (CM) Margaret Davies (MD), Charlie Stoke (CS), Val Robinson (VR), Richard Scott (RS)

Manager Brenda Brown attended for the first part of the meeting in order to deliver her report.

Apologies: Mary Morrison

2. Minutes of the last meeting

Minutes of the last meeting were agreed as a true record

3. Matters arising

The staff painted the classroom over the weekend and agreed to do this on a voluntary capacity the Committee all signed a Thank you card

4. Treasurer's update

There is currently £2,600 in the current bank account. We do, however need to be wary as we will be losing 3 full time places as 3 children will be leaving to begin Nursery School. Our current redundancy liabilities are £1,000 therefore £1,600 is available as unrestricted funds. The treasurer proposed that £1,000 is moved to a high interest savings account. This was agreed by the rest of the committee and will be actioned by the treasurer. **Action CM**

The funding bid to Cumbria County Council's Neighbourhood Forum has been successful. We have £350 to purchase play equipment as specified in our application. Chairperson to speak to staff regarding purchasing equipment. **Action JS**

CRB checks will be out of date by end of the year, treasurer to allocate funds to update CRB clearance. **Action CM**

