



Footsteps Committee



FOOTSTEPS COMMITTEE

The committee guides the work of the nursery and is run by volunteers the majority of whom are parents.

Being part of committee can be both enjoyable and rewarding. Being a committee member does not require any previous skills - individuals bring with them their own various skills, talents, expertise and ideas which can be used to enhance our work. In return, valuable opportunities to develop new skills in areas such as management, marketing and recruitment can be gained

You can join as a general member or take on one of the specific roles. Members support each other in these roles and outgoing members will ensure a smooth handover for each role.

“I’ve really enjoyed being on the committee. They are a lovely bunch & I’ve valued being able to give back to Footsteps after both of my children have attended and loved it! It’s great to add to my CV and has allowed me to get a hand back into work after an extended period of time off with the children.”

COMMITTEE ROLES AND RESPONSIBILITIES

- The committee ensure that Footsteps fulfils all its legal obligations and operates efficiently and according to our constitution. It has a shared vision of what the organisation is about and what its end goals are.
- The committee is responsible for the overall management and organisation of the setting.
- There are both general members and those with specific roles such as the Chair and Treasurer.
- The Committee usually meets not less than six times a year with an additional AGM.
- Committee members work with the Nursery Leader to ensure that the legal requirements are met and that childcare arrangements have suitable aims and objectives.
- The committee is responsible for recruitment, staff training, development, paying salaries and managing contracts of employment.
- The committee delegates certain responsibilities to nursery staff and allows them to undertake these duties without over interference.

Please Note that you cannot become a committee member if you are:

- Under 18 years of age
- Disqualified under section 72 of the Charities Act 1993,
- an employee of the organisation

SPECIFIC ROLES

THE CHAIR :

- is responsible for the work of the committee, the performance of the nursery and is the person responsible to Ofsted. The chair liaises closely with the leader on all matters of policy and legal requirements.
- Is the public face of the committee and is expected to represent the group in an official capacity at public event and open meetings.
- will chair all committee meetings (or ensure a replacement is sought) and ensure that they run effectively.
- will ensure that the committee operates to its constitution, by holding the correct number of meetings a year, that decisions are voted through or against by a quorum of members and that an AGM is held annually.
- holds responsibility for staff line management, some of which might be delegated to the leader.
- supports the treasurer and other committee members with specific roles ensuring that they manage their roles and responsibilities.
- will make quick decisions in the event of a crisis.

THE SECRETARY:

- prepares agenda for meetings (in consultation with the Chair) and circulate to committee members
- attends meetings and take minutes
- sends and receive letters on behalf of the group and keep a record of correspondence
- informs committee members of dates and times of meetings
- informs everyone of dates and times of open and annual meetings
- arranges the venue for meetings
- co-ordinates circulation of relevant documents to committee members.

THE TREASURER:

- is responsible for reporting to the committee all matters to do with the group's finances.
- keeps clear, accurate records of the group's financial transactions
- prepares a budget and budget forecast
- manages the group's budget, issues bills, receipts and payment on behalf of the group.
- manages the group's bank account in consultation with the rest of the committee and signs cheques on behalf of the group, as one of two signatories.
- presents a financial report to each committee meeting.
- liaises with the leader and the pay roll company to ensure that staff wages and volunteer expenses are paid.
- arranges for annual independent examination of accounts prior to AGM
- gives an annual financial report at the AGM

Footsteps employs a pay-roll company and seeks the services of an accountant and auditor for end of year financial reporting.

THE ADMISSIONS SECRETARY:

- receives a booking form for a child registering with us.
- contacts the parents via email to agree a start date
- sends all the Welcome information and generates an invoice outlining the fees and payment details.
- Issues termly invoices for the existing children.
- manages cheques, and monitors the bank account for transfers and childcare voucher payments
- issues the termly paperwork for those children entitled to council funding and submits a claim to HCC for funding.
- liaises with the manager about new starters and child numbers
- provides a report to the Committee meetings

PUBLICITY AND MARKETING CO-OEDINATOR:

- Administers the website
- posts on Facebook news from nursery, events and other info.
- organises the production of posters for every event including Open Mornings.
- distributes leaflets at Templewood school every term,
- allocates banners in town.
- produces additional marketing communications as needed.
- replies to messages from Facebook and directs them to the nursery email address.
- shares events on Facebook groups such as WGC mums, WGC network etc.
- arranges for leaflets to be put into NCT sale bags if required (twice a year).

EVENTS SECRETARY (optional role):

- leads on organising fundraising events such as the summer fete, quiz nights etc.
- approaches local firms for donations

“I have really enjoyed being part of the Footsteps Committee. It has provided a sense of satisfaction that I have contributed to the on-going success of the nursery, which has provided such a warm and nurturing environment for my daughter to grow and develop in her early years of play and education”