

# Committee management newsletter

## October 2017

Welcome to our latest newsletter for Committees. We hope to keep you updated with the latest news and provide you with useful information quarterly.

**Please ensure your committee contact details are up to date with the Family Information Service so that this newsletter is being received by the most appropriate person. It is important that there is a generic email for committee officers which can be passed onto new members when the committee changes.**

### What are the benefits of having a committee?

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A charity-run pre-school is a 'not for profit' organisation, which means that all money is re-invested in the pre-school unlike at private pre-schools which need to pay wages to the owners. This money is spent on Staffing, equipment, trips – anything which could enrich the experience of the children.

It also means parents have the chance to get involved in managing the pre-school and Parents and Carers can influence the direction of developments.

Parental involvement has been recognised by the Government as being key to a child's successful development too. Research shows that there are clear benefits for children when parents become actively involved in their child's learning and development from an early age.

### The Charity Commission

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It is a legal requirement for charities to...

1. Present Reports and Accounts to give an overview of activities from the last year
2. Nominate and elect a Committee for the next year
3. Allow members to discuss and vote on important matters such as the adoption of new policies

The Charity Commission News is a quarterly newsletter providing essential information for charity trustees and their advisers. Read the latest article here

<https://www.gov.uk/government/publications/charity-commission-news-issue-58>

[Prepare a charity annual return](#) - You must send an annual return (or update your details) every year if your charity is registered in England or Wales.

### Why do you fundraise?

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Fundraising is a way to generate income for your setting. There are a range of different types of fundraising activities, one of them being joining EasyFundraising.org.uk.

Did you know that whenever you buy anything online - from your weekly shop to your annual holiday - you could be raising a free donation for your charity?

There are nearly 3,000 retailers on board ready to make a donation, including Amazon, John Lewis, Aviva, the train line and Sainsbury's.

Visit <http://www.easyfundraising.org.uk> and sign up for free.

Another good site for fundraising is <http://www.initiatives-fundraising.co.uk/shop> It has the perfect Christmas gifts!

## DBS checks

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Changes to the guidance about signing up to the DBS update service: this is strongly recommended but no longer mandatory. [Disclosure and Barring Service \(DBS\) checks: childcare providers](#)

## Committee Safeguarding responsibilities

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- Have all committee members completed an EY2 form and have a DBS check?
- Are the committee up to date with safeguarding and safer recruitment training?  
We would suggest that at least one committee member attends a face to face course (Generalist followed by Designated Lead) to ensure they understand the roles and responsibilities of the pre-school staff. There is also a free e-learning course via the OSCB website that other committee members could complete (Awareness of Abuse and Neglect Safeguarding).  
We are hoping to deliver an EY safer recruitment course in January 2018. The cost £50 per person (booking through Step into Training). The NSPCC online training is also available, which is approved by the consortium.
- Have any allegations against staff been reported to the Local Authority Designated Lead Officer (LADO) and to Ofsted? It is not your responsibility to investigate allegations against staff, the LADO will do this and work with you. Your setting may face enforcement action from Ofsted if you do not report an allegation against a member of staff. They will consider if your systems, policies and procedures are inadequate. Ofsted has the power to suspend registration at any time, if it considers children at risk and may decide to bring forward an inspection or carry out more frequent inspections.
- Check with your staff that their safeguarding training is up to date and they have ongoing professional development throughout the year.

## How can the committee help to create a safe environment?

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Adopt a safe and robust employment practices:

- Maintain open communication between management, all staff, parents and children
- Establish a culture of trust and honesty
- Ensure that staff regularly update their child protection training
- Include all procedures and the setting's ethos for the safety of children in the staff induction policy and complete the safeguarding self-assessment tool with the staff.
- Regularly discuss, monitor and review policies and procedures in whole staff meetings, supervision and appraisals.

## News from ACAS

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Gender pay reporting legislation requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees. <http://www.acas.org.uk/index.aspx?articleid=5768>



Employers need to deal with cyber bullying, as it can be as damaging as any other kind of bullying. View their [Cyber bullying guide](#). All employers should consider [having guidelines in place](#) and [being clear on acceptable online behaviour](#)  
[Watch their video on dealing with cyber bullying](#)  
[View further Acas support designed to help employers address workplace bullying](#)

## 30 hours childcare

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Sufficiency of childcare placed for 30 hours has been updated. It can be viewed at <https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreducationandfamilies/informationforchildcareproviders/SufficiencyOverview30Hours.pdf>

## Early Years Bulletin

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Have all of your staff read the Autumn [Early Years bulletin](#)? The bulletin includes:

- The [Early Education Funding Terms and Conditions](#) Sept 2017 – March 2018
- Information on the Early Years Guarantee, Toolkit, Buy Back services and training [www.oxfordshireearlyyears.co.uk](http://www.oxfordshireearlyyears.co.uk)

## For up to date information

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[Oxfordshire Early Years](#)

[Facebook](#)

[OSCB](#)

[ACAS](#)

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