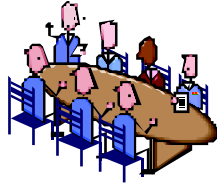




Committee
Information Booklet



Pitcairn Under 5s Committee Handbook

This booklet is based on information provided by the Scottish Pre-school Play Association (SPPA) It explains the functions of a committee, and the roles of each committee member. This will help you get started in your term of office.

I am employed as Administrator and take care of the majority of paperwork that was previously dealt with by the committee. There are however plenty tasks left to be carried out by various committee members!

If you have any queries, please contact me, or the previous committee members—they probably had the same questions !

I hope you enjoy the forthcoming session and look forward to working with you.

Linda MacPherson

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What is a Committee?

Committees are simple mechanisms for bringing people together to consider problems and making decisions. Committees of some kind head public bodies, charities and voluntary organisations.

Committees need rules, which establish structures and formal procedures. In some organisations these rules are written in constitutions.

Meetings vary enormously – one committee may work entirely through formal resolutions, set speeches, written reports etc. with elaborately conducted notes and the Chairperson sitting in the chair like a judge.

Another meeting may take a fairly informal approach from which an orderly conversation leads to a consensus about what to do.

A casual committee meeting can get stuck in a rut with an argument or get nowhere because each faction blocks everyone else's ideas. It can be helpful for the Chairperson to ask for a formal motion to be proposed.

A friendly committee can disintegrate into a shambles of separate conversations until the chairperson calls the meeting to order.

Committees must endeavour not fall into any of the following situations:- unresponsive, unsocial, stilted, cliquish, tête-à-tête, dominant leader etc.

Selection of Committee Members

Committee members should be nominated for reasons such as: -

1. They have already been actively involved with the organisation and expressed an interest in joining the committee.
2. They may have special talents or knowledge.
3. They have the time and interest to devote to the committee. All too often members are nominated hurriedly before or during the A.G.M. and sometimes selected just because they happen to be present.

Too often individuals are nominated for the wrong reasons such as: -

1. They have plenty of spare time.
2. They will agree with the Chairperson / committee.
3. They are friendly with the Chairperson / committee.
4. They have influence in the right places.

A person who is already a member of several other committees may not be able to devote the necessary attention to each and every committee.

The question of divided loyalties may also arise.

Being A Good Committee Member

An effective “well behaved” committee member is:-

1. Regular attendance at meetings – always arrives on time.
2. Well prepared, always remembers to bring agenda and relevant papers.
3. Able to contribute to discussion in a relevant and constructive way.
4. Well briefed and well informed about what is on the agenda. Prepared to take the lead occasionally on particular items. Active and interested.
5. Assertive without being aggressive. Be prepared to give an opinion or point of view without being domineering.
6. Keeping in mind the formal “goals” of the committee, keep to the agenda.
7. Supportive of other committee members and in particular the chairperson.
8. Listening to all discussions during meetings and attentive to all items on the agenda.

An ineffectual “ badly behaved” committee member is: -

1. Irregular in-attendance at meetings, frequently arriving late and leaving early.
2. Ill prepared. Forgets agendas and papers.
3. Passive or apathetic – not prepared to take part in the discussion or debate.
4. Ill informed and frequently disinterested about the work of the committee. Unwilling to do background work before meetings. Unwilling to speak to particular items on the agenda. A passenger.
5. Over assertive – dogmatic. Putting people down during committee discussions.
6. One who is liable to arrive at committee meetings with personal goals and have a hidden agenda?
7. Disruptive and obstreperous with other members of the committee. May attempt to take over the role of the chairperson or is dismissive of the chairperson.
8. Inattentive during most of the meeting – only interested in certain items on agenda and only interested in putting forward his or her points of view.
9. Ignores the views of others.

Briefing Of Committee Members

Between selection and their first attendance at a meeting, new committee members should receive some briefing. This could include:

- An informal meeting with the outgoing Committee members of the group, the Administrator and the Manager. (Highly recommended).
- Information about the current work of the committee.
- An informal gathering of the whole committee to get to know each other.
- Background information on the responsibilities of the committee and what each individual's particular responsibilities will be.

Brief answers follow, for the most common questions raised, but please consult the SPPA publication "Successful Pre-school Groups", for more detailed information.

What is the Constitution?

This document sets out the rules stating how the group's business is to be done. Information contained within it will include the month in which the AGM is to be held, how many members must be present for decisions to be valid (the quorum), how many people should be on the committee and how long the committee members can serve. Any changes to the constitution can only be done at a general meeting of the group and only when written notice of an intention to make a change has been sent to all members.

What is a Charitable Status?

Having adopted an SPPA constitution, groups are eligible to apply to the Inland Revenue for Charitable Status. This allows the group to apply for grants which are available only to registered charities, to fundraise with the general public and to be exempt from tax from fundraising and from income derived from investments or interest on bank deposits.

The group's Scottish Charity Number is: - SC0 03575

Why is the group run by a committee?

SPPA community run groups are owned and managed by the parents and carers of the children who attend. The main advantages of a committee run group are that responsibilities, decision-making and workload are shared. Committee members are nominated and elected according to the constitution, normally at the AGM.

What are the committee's responsibilities?

The elected committee acts for the whole group and is responsible for the day to day running of the group's affairs, ensuring that it runs smoothly and efficiently and is managed in accordance with the constitution. Employing staff means that the committee will have additional duties and responsibilities. The committee is answerable to the membership and must ensure that they keep them informed about decisions made. There are many tasks to be done within the group and the committee should share the responsibilities among themselves, ensuring that all members feel they have a part to play. You may be receive confidential information. You must not disclose this to anyone whilst in or after your term of office.

How To Get Started

It can be a difficult task for a new committee taking over the running of a group. The following checklist should help you. The person responsible for the task follows in brackets. If you have any queries contact Sarah Ross on 01738 472357 at the Perth Grammar Community Wing or email at childcare@perthgrammar.pkc.sch.uk. As the group is a Partner Provider with Perth & Kinross Council, we are obliged to maintain their required standards as with the Social Care and Social Work Improvement Scotland. (SCSWIS).

- Complete the change of contact sheets and return these as requested. (Administrator)
- Check your group insurance is up to date (renewable annually in April) and that a copy of the current certificate is displayed on the noticeboard. (Administrator)
- Update the Constitution and give copies to all committee members. One copy to be kept in the policy folder. (Chairperson, Secretary and Administrator)
- Change the signatories on the group bank account. Two people must sign each cheque (Treasurer and one other)
- Check the financial situation of the group. If funds are low you may need to consider fundraising. Information on funding sources is available from your fieldworker (Whole Committee)
- Apply for Revenue Grant from Community Education – Tel: 01738 38101 if funds are low and a grant has not previously been applied for. (Treasurer and Administrator)
- Remember to use your Charitable Status Number when asking for donations from companies. They can set the donation against taxable profits. (Fundraiser/Administrator)

- As employers, you have responsibilities towards your staff. Please read the “Helping Committees to be Good Employers” checklist and contact your fieldworker if you have any queries regarding employment matters. (Chairperson, Secretary and Treasurer)
- Check that the Playleader’s and Administrator’s contracts of employment are up to date. (Chairperson, Secretary, Treasurer and Administrator)
- Try to have regular committee meetings and keep minutes in a recognised book. (Whole Committee/ Secretary)
- Ensure that the First Aid Box is up to date, Staff have current First Aid training and an accident book is available on the premises. (Secretary / manager)
- Carry out a fire drill at least once a term and record it in a Fire Drill book (Secretary / Manager).
- The following policies should be discussed at a committee meeting, updated if necessary and displayed on the noticeboard: Health and Safety, Equal Opportunities, and Complaints Policy. Copies can be ordered on the SPPA Sales List. (Whole Committee and Administrator)
- Read through the group’s last Registration and Inspection report. Try to ensure that any areas requiring action are attended to before the next inspection. A copy of this report should be displayed on the noticeboard. (Chairperson / Secretary / Administrator)
- “Successful Pre-School Groups”, an SPPA publication, provides committees with guidance and information regarding the business side of running a group. A copy is held by the Administrator.
- All SPPA publications are available from SPPA Centre, 21–23 Granville Street, Glasgow G3 7EE. Tel: 0141 221 4148.

Documents to be displayed on the noticeboard

- Insurance Certificate
- Certificate of Registration
- Fire Drill
- Duty Rota (if required)
- Minutes of last committee meeting
- Details of outings
- Committee names and contact numbers
- Snack Menu

Information in the Policy Folder

- Copy of Constitution
- Playgroup admissions Policy
- Children's behaviour Policy
- Child Protection
- Health and Safety Policy Documents
- Complaints Procedure
- Curriculum Policies
- Healthy Eating Policy
- Outside-play Policy
- Equal Opportunity Statement
- SPPA Code of practice
- Inventory

The Roles of the Committee

The Chairperson (*Subject to Disclosure Scotland*)

The Chairperson's influence will be felt throughout the group and his / her contribution to the effective working of the committee shouldn't be underestimated. He / she should try to ensure that decisions are made by consensus, where ever possible. The main duties include:

At Meetings:-

- Chair the meeting
- Prepare an agenda in advance with the Secretary
- Invite and encourage participation from all committee members
- Ensure decisions taken are recorded and that actions are implemented

In General:-

- Represent the group, speaking on their behalf when necessary
- Welcome new parents / carers to the group
- Establish good working relationship with play staff
- Liaise with play staff, committee members, administrator and parents
- Reply promptly to any correspondences received.
- Inform Cleaner when Playgroup is closed

Paperwork held by the Chairperson

SPPA Membership details – Registration Details—Constitution - Employment papers for Playleaders - Annual Inspection Report by Quality Assurance Unit of Social Work Department—copy of Bank Statement.

The Vice-Chairperson (Optional)

His / her duty is to support the Chairperson. It may be necessary for the Vice-Chairperson to stand-in occasionally for the Chairperson at meetings .

The Secretary

The secretary needs to keep the group fully informed while liaising regularly with the Administrator regarding any correspondence. The main duties are:-

- Helping the Chairperson to prepare agendas
- Taking minutes at committee meetings – minutes should contain a record of all decisions made, agreed action to be taken and by whom. Minutes should be checked at the next meeting to ensure accuracy and should be signed by the Chairperson as being correct. Display on notice board.
- Actioning correspondence to Parents/Carers regarding Committee decisions. (e.g. payment of fees. Missed duties, wage increases).

Paperwork held by Secretary

Minute Book
SPPA Membership details
Annual Inspection report by Scottish Care Commission.

Group Constitution
Complaints Book

The Treasurer

The Treasurer's job is to oversee the financial matters of the group and to maintain sound financial records and procedures. It should be noted, however, that the committee as a whole are collectively responsible for the group's finances.

Main duties are: -

- Opening a bank account / changing signatories on the existing account
- Paying money into bank
- Keeping accounts of income and expenditure
- Calculate employees tax and National Insurance liabilities and ensure Playgroup employees are paid punctually.
- Ensure adequate redundancy funds are always available

- Providing petty cash for staff members
- Applying for milk grants and ensure milk is cancelled when playgroup is closed. (If required)
- Purchase any day to day equipment for the group needs
- Reporting to the committee at every meeting on the financial state of the group
- Ensure annual audit of group's finances are carried out by an independent auditor.
- Presenting annual accounts and balance sheet for AGM

Paperwork held by Treasurer: -

Accounts Book	Paying in book	Cheque Book
Receipt Book	Bank Statements	Deposit Book
Receipts/Invoices	Balance Sheets	Milk records
Fundraising details	Income/ Expenditure Accounts	

Lists of stockists of supplies and equipment.

The Assistant Treasurer

Main duties are: -

- Prepare Fee Record cards, distribute to parents, collect fees at designated times, update records and pay money into the bank. Collection of fees may be done by a General member.
- Distributing photos, collecting money and paid into bank.

The Fundraiser

The Fundraisers job is to oversee the organisation of events with the help of the rest of the committee. Main duties are:-

- Arrange any publicity, forms or tickets required for the notice board, newspaper, Village Shops and parents
- Collect volunteers names, orders, and payments relating to fundraising programme. This is then passed onto the Treasurer
- Placing orders, and distributing orders on arrival (I.e. Y-shirts, Portrait photographs).

Any expense incurred by the fundraiser will be refunded. Receipts must be supplied to the Treasurer.

The Storesperson (s)

The Storesperson is supplied with a cash float to buy food and cleaning materials required for the group: -

- A Menu for the snacks required during a term is prepared by the Playleaders. This includes birthday dates when a cake will be supplied. Please note: Food should not contain traces of nuts or mayonnaise.
- Check the fridge and stores-cupboard regularly for butter/spread, juice, jam, coffee, tea, sugar, biscuits and cleaning materials. Any food past its use by date should be discarded. Check the red notebook for any items required by staff members
- Liaise with the manager and the committee about any food that will be required for an organised event.
- A cash float and a record book will be provided. Receipts must be kept in date order and a note of the sum spent monthly should be given to the treasurer at committee meetings.

Pitcairn Village Committee Co-ordinator

The Pitcairn Village Committee are the caretakers of the Village Hall. The playgroup hires the small hall for daily use during term time and the large hall on a weekly basis for gym.

You will be the main point of contact between the PVC and group committee by attending monthly meetings of the PVC and the group committee to liaise any queries, issues and updates. This is an important role to maintain a smooth relationship between both committees.

General Committee Members

These members will help in all areas. Tasks may include selling tickets, collecting money, helping at events, distributing orders i.e. Digital photographs and any other job vital to raising funds. They will also attend the committee meetings as their vote is vital for decision making.

The Administrator

This group is in the fortunate position to be able to afford the services of an Administrator. Due to the ever increasing amount of paperwork this position has become a necessary part of the organisation and greatly reduces the amount of paperwork for the Chairperson, Secretary, Fundraiser and manager. It also improves the liaison between Committee members, staff members and parents.

Although the Administrator takes care of the majority of correspondence, any relating to committee decisions must be actioned by the Secretary. The administrators duties are as follows, (with previous committee member responsible in brackets).

- Book hall for sessions (*Secretary*)
- Renew insurance and registration forms and inform authorities of any changes to Playgroup sessions. (*Secretary*)
- Complete any forms received from SPPA, Perth & Kinross Council and SCSWIS. (*Secretary*)
- Update contents of the Policy Folder (*Secretary*)
- Update staff contracts and keep record of Training (*Secretary*)
- Update inventory record (*Secretary*)
- Apply for any relevant grants etc (*Secretary*)
- Maintain group records and files (*Chairperson*)
- Send Welcome Pack to parents (*Chairperson*)
- Prepare Duty Rota (*Secretary*)
- Book and confirm venues and bus for day trips etc (*Secretary*)
- Book, confirm and send thank you notes to visitors in the group (*Secretary*)
- Circulate permission slips etc (*Secretary*)
- Liase with Fundraiser on events publicity (*Secretary*)
- Inform parents of events, closures etc. (*Secretary*)
- Publish and distribute the group Newsletter liaising with staff members and committee (*Chair and Secretary*).

- Work closely with staff in order to prepare various items required for record keeping, curriculum and to improve the Ethos (*Manager*)

The Administrator will attend the committee meetings where a report will be available to inform members of current issues. As a paid member of staff the Administrator does not have voting rights.

Paperwork held by The Administrator

SPPA Membership details	Inventory
Constitution	Certificate of registration
Registration Forms	Certificate of insurance
Playgroup attendance lists	Welcome Packs
List of relevant addresses	Staff Personnel folders
Waiting Lists	Minutes of staff meetings
Rota Lists (if required)	Policy statements
Employment information for Playgroup employees	Business Side of Playgroups in Scotland
Day Care for Children under 8 Guidelines	SPPA Code of Practice

Annual Inspection report by Social Care and Social Work Improvement Scotland.

Committee Meetings

These should be held regularly, perhaps once a month during term time. It is easier to ensure that the committee works effectively if it follows a set procedure for conducting meetings. Meetings need not be excessively formal, but it helps to have an agreed agenda so that everyone knows what is to be discussed and can come prepared. Committees should allocate time and set an agenda for meetings which allows important issues to be discussed thoroughly before important decisions are made.

A typical agenda might be;

1. Welcome and apologies
2. Minutes of the last meeting
3. Matters arising from the minutes of the last meeting
4. Reports – Treasurer
Chairperson / Secretary
Administrator
Manager
5. Other Correspondance
6. Any other competant business. A.O.C.B.
7. Date and venue of next meeting

Funding

It may be a good idea to look at fundraising at your first meeting as a new committee. Decide what needs to be done and draw up a plan. Having a written schedule of fundraising will also allow for continuity from one committee to the next, informing incoming committee members of the groups long term plans, what has been done already and which grants have been applied for.

Sustainability Fund

This is administered by Perth and Kinross Childcare and Education Partnership and provides help to groups who are struggling to provide the service they would like to offer to meet the needs of families with young children and who require financial assistance to enable them to survive. Help with the basic costs such as wages and rent can be obtained through the Sustainability Fund.

The partnership will be looking for evidence that the group has been attempting to raise funds and has been managing their finances appropriately.

The grant is *not* awarded automatically as groups must meet the criteria to be eligible and should ensure that they apply to all available sources as well as continue with their own fundraising efforts. You will need to complete an application form and enclose a recent copy of the group accounts.

Applications will be considered four times per year, in March, July, October and January.

As only one award is available per group per year, you should try to consider whether funds are liable to drop at a future date and that an application at that point may be more appropriate.

Challenge Fund

This is also administered by the Partnership and provides awards for innovative practice. The criteria for this award include developing an activity or new concept which would be of benefit to children and their parents/carers, and could be used in future by other practitioners as an example of good practice. Groups would need to submit their ideas to the Partnership for approval and, if successful, would write an evaluation of their project on completion. This would be reviewed by the partnership and used as a model for other groups, if applicable.

Further details on both Partnership Funds are available from Helen Smout, Childcare Development Officer, Perth and Kinross Childcare Education Partnership, Pullar House, Kinnoull Street Perth. Tel: 0845 6014477

Lottery “Awards For All”

Grants are available for amounts of £500 to £5000, for purchase of toys, equipment, storage containers, etc. Groups are required to list their intended purchases on the application form and if they are successful, keep receipts of everything they buy. For further information Contact:

Awards For All, P.O. Box 23094, Edinburgh, EH1 2YW.
Tel; 0645 700 777

Radio Tay – Caring For Kids

Grants are available for the purchase of toys, equipment etc. Contact:

Co-ordinator, Radio Tay – Caring for Kids, PO Box 123, Dundee DD1 9UF

Helping Committees To Be Good Employers:

Employment Legislation

- Contracts must be given to employees within 13 weeks of starting work.
- Employees who are aged 21 years and over are entitled to a **minimum wage age** of £6.08 per hour from October 2011.
- Employees who have been continuously employed for more than 13 weeks are entitled to **5.6 weeks holiday pay**. (pro rata). This is calculated as follows:
- Holiday entitlement = Hours worked per week x statutory entitlement (5.6) x weeks worked per year.

E.g. $15.25 \text{ hours per week} \times 5.6 \times \frac{40}{52} \text{ (weeks worked per year)} = 66 \text{ hours}$

In this example, the staff member would be entitled to 66 hours at his/her usual hourly rate of pay.

- All employees should be paid in arrears by BACS and given written payslips.

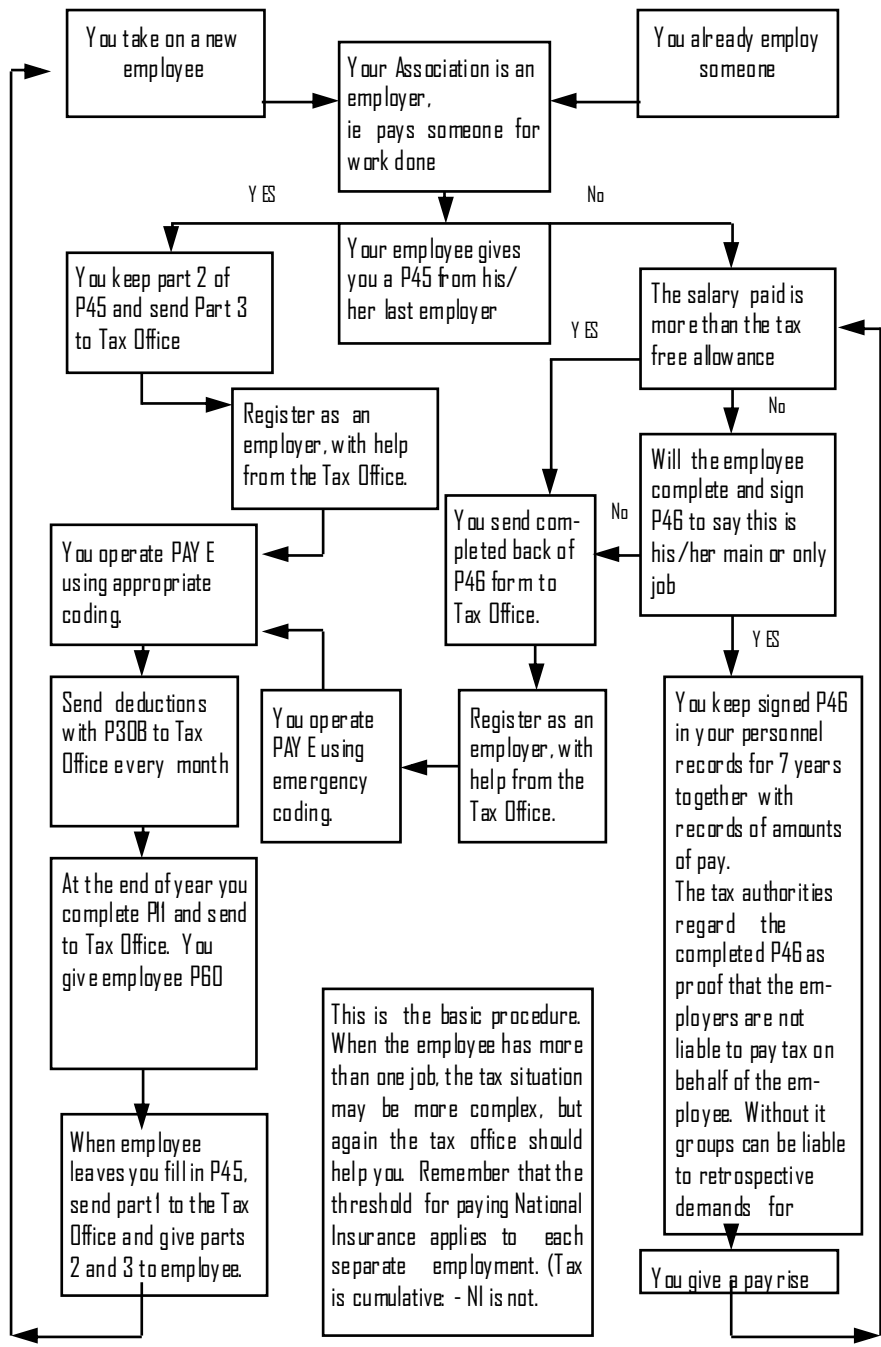
- Check **income tax / national insurance** status – a new employee should provide a P45 from their previous employer or be asked to complete a P46 form.
- You may need to operate PAYE if your employee cannot sign a P46
- Advice on tax is available from the Employers Helpline on 0345 143 143
- Employees have right to maternity leave and, depending on length of service, maternity pay. It is advisable to set up a fund to allow for this if your staff have been employed for 2 years or more.
- Details of holiday pay entitlement, notice required, and agreed discipline and grievance procedures, should be included in the employees contract.

Good Employment Practice

- Groups should ensure that all vacancies are widely advertised and that all candidates are treated equally and fairly during the selection process. Information on recruitment /selection of staff is available from Helen Roach on 01738 634934 at the Perth Grammar Community Wing
- Contracts should be open-ended.
- New employees should work for a three month trial period. Probationary contract forms should be given to an employee no later than 8 weeks after starting work. A period of one week notice is suggested during the probationary period.
- At the end of the probationary period, the committee and the employee should review the terms of employment and the job remit and ensure that everyone is in agreement before issuing a permanent contract.
- A period of four weeks notice is suggested for permanent contracts.

Check that your staff have job remits which have been discussed with the committee—model remits are available from SPPA.

- Ensure that confidential employee records are stored securely.
- Playleaders should attend training courses and should hold a current First Aid Certificate.
- An employee's job review should be held annually, information on the review procedure is available from the Administrator or the SPPA. (*Chairperson & Secretary*)
- The committee has a duty to pay due regard to all appropriate legislation and is responsible for the health, safety and welfare of its employees. A written statement of the group's Health and Safety Policy should be discussed, updated and adhered to.
- The committee should provide on-going support and should always try to work in close partnership with its employees.



You take on a new employee

You already employ someone

Your Association is an employer, ie pays someone for work done

You keep part 2 of P45 and send Part 3 to Tax Office

Your employee gives you a P45 from his/her last employer

The salary paid is more than the tax free allowance

Register as an employer, with help from the Tax Office.

You operate PAY E using appropriate coding.

You send completed back of P46 form to Tax Office.

Will the employee complete and sign P46 to say this is his/her main or only job

Send deductions with P308 to Tax Office every month

You operate PAY E using emergency coding.

Register as an employer, with help from the Tax Office.

You keep signed P46 in your personnel records for 7 years together with records of amounts of pay. The tax authorities regard the completed P46 as proof that the employers are not liable to pay tax on behalf of the employee. Without it groups can be liable to retrospective demands for

At the end of year you complete P11 and send to Tax Office. You give employee P60

This is the basic procedure. When the employee has more than one job, the tax situation may be more complex, but again the tax office should help you. Remember that the threshold for paying National Insurance applies to each separate employment. (Tax is cumulative: - NI is not.)

When employee leaves you fill in P45, send part 1 to the Tax Office and give parts 2 and 3 to employee.

You give a pay rise

Useful Telephone Numbers

Pitcairn Under 5s Web Site (Maintained by Linda MacPherson)		Http://pitcairn5s.tripod.com
Pitcairn Under 5s E-Mail (Received by Linda MacPherson)		pitcairn5s@gmail.com
Manager	Ruth-Ann Welsh Playroom	077598 40107
The Administrator	Linda MacPherson	01738 639690
Perth & Kinross Council Key Worker for Playgroup	Sarah Ross	01738 472357 childcare@perthgrammar.pkc.sch.uk
SPPA Centre	Membership No.3993	0141 221 4148
Pre-fives Education Services E-Mail	Val Clark	01738 476343 VCLARK@PKC.GOV.UK.
SCSWIS	Audrey Donnan	01382 207200 Audrey.donnan@scswis.com
Hall Bookings Secretary	TBA	
Hall Caretaker	Tommy	01738 583012

The Old Schoolhouse ~ Pitcairngreen

PH1 3LR



07 759 840107 (Manager)

Monday—Friday

9.00am to 12.00pm

01 738 639690 (Admin)

Mon & Wed 1.00pm — 4.30pm

Tues & Thurs 10.00am — 4.00pm

E-mail pitcairnu5s@gmail.com

Website: [Http://pitcairnu5s.tripod.com](http://pitcairnu5s.tripod.com)

Registration Number

CS2803010085

Pitcairn Under 5s is a registered Scottish charity SC003575