

## Voluntary management Committees

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A committee is a group of committed people who come together to run an organisation. These can be referred to as trustees. They are responsible for the smooth running of the group, and are collectively responsible for the group.

The committee can be reimbursed for out of pocket expenses but not gain financially from being a member.

The committee are legally and financially responsible for the business. The Leader / manager of the setting is responsible for the day to day running of the setting.

A committee can vary in size but needs to have enough members to carry out necessary tasks; too many members can result in the committee being unmanageable and ineffective. If using the Pre-School Learning Alliance model constitution 2011, please note that 60% of committee members should be parents unless special arrangements are made through the Alliance National Centre.

A Committee will usually meet not less than six times a year and when making decisions has to meet its quorum (this refers to the minimum number of committee members needed at a meeting, usually four members, or one third of the total committee members). They will also need to ensure that an AGM is held.

The committee has the power to create and adapt business aims and objectives for the setting, and to make policy decisions designed to assist with achieving these. If the aims and objectives have already been established, then each committee member must know and understand them.

Committee members **must** work with the Manager/Leader to develop a good working relationship. This will ensure that the legal requirements and childcare arrangements are met.

The committee must ensure that the setting complies with the Statutory framework for the early years Foundation Stage (EYFS). This framework is for all early years providers in England (from 3 April 2017): maintained schools; non-maintained schools; independent schools (including free schools and academies); all providers on the Early Years Register; and all providers registered with an early years childminder agency (CMA).

The committee are the registered provider for the setting for Ofsted. The committee have to choose a nominated person who will be interviewed by Ofsted to ensure they know their responsibilities under the EYFS. This includes knowledge of the Welfare and Safeguarding Requirements, safer recruitment and staff training and development.

Committee members will each have to submit an EY2 form to Ofsted. An EY3 form will also need to be completed and submitted to Ofsted outlining changes to committee members.

New Committee members or Nominated individuals are required to complete a Disclosure and Barring Service (DBS) check online **before** they can be added to an Ofsted registration

The committee is responsible for employing staff and must hold regular supervisory meetings and annual appraisals with the manager. They must ensure that the manager is regularly having supervisory meetings and annual appraisals with all staff.

The committee should ensure that there is enough staff to meet the minimum staffing ratios required for the care of children in the setting and that the staff have relevant experience and qualifications to meet these requirements.

The EYFS outlines the employers' duties to ensure that all staff and volunteers employed are suitable and qualified to work in the setting. The committee should follow safer recruitment practices and obtain satisfactory Disclosure and Barring Checks (DBS) for all candidates before employing them.

<https://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england>.

[Early years and childcare services: EY3 changes to individuals](#)

For information regarding employment issues contact ACAS. [www.acas.org.uk/index](http://www.acas.org.uk/index)