



## What is the Parent Committee at Springfield Bees?

Carla, the pre-school manager, runs your child's sessions at Springfield Bees with her experienced and qualified staff. There is also a parent-run committee which oversees the pre-school and meets every half term. This committee requires three officers; chairperson, secretary and treasurer and a minimum of 2 ordinary members.

- Would you like to learn new skills?
- Would you like to meet new people?
- Would like to share your ideas, skills and time with others?
- Have you ever wanted to help in the running of your child's setting?

If you have answered yes to any of these questions we would love you to join our committee.

### **The benefits**

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

Volunteering for our parent-run committee offers a perfect opportunity for you to become more actively and practically involved in this aspect of your child's life. You will be able to influence how our setting is managed.

You will personally benefit from this experience by meeting with other parents, updating existing skills and learning new ones, as well as putting something positive back into your local community.

There are also long-term benefits should you choose to undertake further training or decide to return to full-time, paid work in the future.

### **Opportunities**

Working as part of a pre-school committee is all about opportunities – for the pre-school, but also for yourself – and from small beginnings, you could find yourself taking a new direction in life.

### **What would you have to do?**

We have three main roles on the committee – Chair, treasurer and secretary. However, we are also looking for people to help us fundraise and come along to committee meetings to look at the way we run the setting.



## **What does the chair, treasurer, secretary and ordinary members do?**

Overall all committee members are responsible for overseeing how the pre-school runs. A mixture of responsibility and the organisation of fun events over tea and cakes!

What does the chair do?

- They liaise closely with Carla and other staff members and then report back to other committee members.
- He or she organises and leads committee meetings, ensuring all voices are heard and that decisions are made and noted.
- They check that the actions agreed in meetings are carried out.
- He or she arranges and co-ordinates fundraising events alongside other committee members.

What does the treasurer do?

- They work closely with Rachel, our Financial & Administrative Controller.
- He or she checks our monthly bank statements against our monthly cashbook
- They pay in bank monies
- He or she carries out one-off research into reducing pre-school costs.
- They report on pre-school's financial position to each committee meeting.
- He or she liaises with accountants who prepare accounts and checks and submits official paperwork

What does the secretary do?

- They record the minutes at each committee meeting and send them out to members and type up any other correspondence.
- They inform accountants when new committee members join and leave

