

Yarburgh Community Preschool

Committee Role Description – Chair



The Chair is one of three Trustee roles of the charitable organisation "1025289 - YARBURGH COMMUNITY PLAYGROUPE".

The following is a list of responsibilities of the Chair grouped into specific areas.

Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Ofsted is a non-ministerial department.

- Ofsted point of contact.
- Overall responsibility to ensure requirements of national standards are met.
- Ensure Ofsted actions arising from inspections are planned, implemented, monitored and evaluated.
- Ensure the Secretary completes the Ofsted and Land Registry documentation for new trustees (Chair, Secretary and Treasurer).

Yarburgh Childrens Trust

The trust owns and maintains the building in which Yarburgh Community Preschool operates.

- Liaise with Emma Green on all Trust issues as they arise via yarburghchildrenstrust.eg@gmail.com

Committee

Yarburgh Community Preschool is voluntarily run by parents of children currently attending. Without the committee the group cannot legally run and we encourage all parents to join. The committee meet once a month during term time and discuss every aspect of the running of the school.

- Chair regular committee meetings and the AGM
- Write an annual Chairperson report for AGM to be submitted with Annual accounts
- Maintain records and reports as appropriate
- Support and authorise work of treasurer – receive and check bank statements, be cheque signatory and authorise purchases / monthly salary payments as appropriate.
- Support the work of the secretary to update policies and procedures annually in November, pre-approval at the AGM and update trustee details upon election
- Support the work of the fundraiser, in planning fundraising events and applying for grants

Staff

Yarburgh Community Preschool employs a manager, supervisors and assistants to run the preschool day-to-day.

Line manage the Manager

- Set meaningful objectives and monitor performance through regular appraisals.
- Meet on a monthly basis and provide support where appropriate.
- Attend staff meetings if possible (or delegate) to help ensure two-way communication between committee & staff teams.

Recruit staff

- Work with the Manager to recruit permanent and bank staff when necessary.
- Advertise the position, update job descriptions, shortlist and interview, ensure all appropriate checks are undertaken, provide a contract and monitor probation period.

Staff training

- Work with the Manager to ensure all staff have the opportunity to develop professionally and are up to date on necessary courses.

General

- Agree with the committee whether there will be an annual pay increase in September and/or a Christmas bonus for December (to be paid in January).
- Attend New Parents events at the beginning of each term to tell new parents of committee work and secure parental engagement.
- Liaise with the Manager regarding school closure in poor weather or other emergency circumstances and ensure communication to parents.
- Deal with complaints from parents or staff in a timely and effective manner.
- Deal with day-to-day emergencies, delegating where appropriate to other committee members.
- Ensure annual Summer and Christmas outings are organised.
- Recruit and support other committee members.
- Uphold the Ofsted national standards in respect of the registered person.