



## **The Role Of The Tiggers Management Committee**

### **Policy Statement**

Tiggers is an unincorporated association whose membership is made up of parents of children attending the pre-school and staff. At each annual general meeting (usually held in the autumn term), the members vote in a committee who will take responsibility for the day to day management of the pre-school (certain decisions are reserved under the Constitution to the members). The committee are volunteers, usually parents, who are not remunerated for their time in managing Tiggers.

While the supervisor is employed to be responsible for the day-to-day running, the committee is responsible for all strategic decisions, for the proper financial management, for employing the staff and for all other tasks that would usually fall to the management team of a business.

Tiggers is a registered charity (No 1091348). The committee members are trustees.

Tiggers is also registered as a childcare provider with Ofsted (unique reference number 113790). Ofsted regulates the provision of childcare in the UK and the Committee is responsible for ensuring that Tiggers complies with Ofsted's regulations as well as its other general legal responsibilities.

### **Procedures**

#### **The Staff**

The Committee are the employers of the staff. It is responsible for recruiting new staff where necessary and for establishing policies which govern the staff's employment. Those policies are set out in these policies & procedures and in the Staff Handbook. Copies of both documents are available to the staff and staff are required to familiarise themselves with the various policies as part of their job.

The Committee is committed to ensuring that Tiggers is a happy and fulfilling place to work. It recognises that good communication with the staff is essential and endeavours to ensure this through various measures e.g. the supervisor is invited to attend all committee meetings and encouraged to report to staff on matters discussed at such meetings, the Chair of the Management Committee meets regularly with the supervisor to discuss any issues and informally with the staff when dropping/picking up children.

Staff are encouraged to communicate any issues or needs (e.g. training) to the Committee.

#### **Communication with Parents**

The Committee also recognises that good communication with parents is essential.

Regular newsletters are emailed to parents (a hard copy of each newsletter is attached to the Tiggers Notice Board). The newsletter informs parents of important events e.g. fundraising, general meetings etc.

Where necessary, communication is sent to parents of particular issue or developments which will affect Tiggers.



## **The Role Of The Tiggers Management Committee**

Parents are encouraged to attend at general meetings. The names and contact details of Committee members are set out on the Tiggers Notice Board so that parents know how to contact the Committee.

The supervisor is responsible for ensuring that there is regular communication between parents and key workers in relation to the development of their child.

### **Legal & Regulatory Responsibilities**

The Committee is responsible for ensuring that Tiggers complies with its legal and regulatory responsibilities. For example, Ofsted require that the Chair, Treasurer and Secretary of the Committee complete Declaration and Consent Forms (DC2) and Criminal Records Bureau disclosure application forms, and that one member of the Committee is designated as the Ofsted contact point. The treasurer is responsible for ensuring that proper financial records are maintained and that appropriate filings/payments are made to HMRC.