**KNIGHTWOOD KIDS CLUB**

**COMMITTEE POLICY**

**Knightwood Kids Club are managed by a Voluntary Parent Committee, who are elected each year at the Annual General Meeting.**

**The Committee must have a Chairperson, Treasurer and a Secretary.**

**Parents and Carers who support our club by joining the Committee are vital to its success. The Committee are the Charity Trustees of Knightwood Kids Club and along with the Manager are responsible for ensuring our Club runs safely, efficiently and legally.**

**Our Committee need members with a variety of skills, but everyone can contribute, they include being enthusiastic, enjoy working as part of a team, and have knowledge in different areas that may be useful to our club. Or just come and support the club with any ideas that you may have. You do not need to have experience to help make a difference.**

**The main positions are listed below:-**

**CHAIRPERSON**

* **Represents and acts as a spokesperson for Knightwood Kids Club**
* **Chairs meetings of the charity, including committee meetings, and the Annual General Meeting (AGM), meetings with parents and Ofsted if required.**
* **Sets the agenda for meetings together with the Secretary and other members if needed.**
* **Co-ordinate the work of the committee to ensure effective administration.**
* **Line manages the Manager of Knightwood Kids Club.**
* **Supports other committee members and authorises the work of the treasurer.**

**TREASURER**

* **Ensures the committee are aware of the financial position of the charity, providing an up-to-date written statement of accounts working with the Accounts Department ready for the committee meetings.**
* **Ensures that all committee members are aware of their financial responsibilities and comply with the charity’s finance procedures.**
* **Presents accounts to the members at the AGM. (Accounts are supplied by Accounts Department)**
* **Manages the bank accounts with the help of the Accounts Department.**
* **Prepares in advance an annual budget as agreed by the committee and to monitor it regularly.**
* **Liaise with Accounts Department to issue bills and receipts on behalf of the charity and ensure that all necessary payments are paid promptly.**
* **Ensure any invoices passed on to them from the Manager ie outside activities, etc are paid promptly.**
* **Manages staff payroll alongside the accounts department and ensure staff are paid on time and correctly.**
* **Arranges for the accounts to be checked annually and independently.**
* **To review and return any other financial reports as necessary.**

**SECRETARY**

* **Responds punctually to all correspondence, keeping proper records.**
* **Organises meetings.**
* **Types up meeting agendas, and distributes them prior to meeting**
* **Takes accurate minutes during meetings, types up and sends to all committee members in a timely manner.**
* **Supports all committee and staff members by ensuring the administrative side is efficient.**

**RESPONSIBILITIES FOR ALL COMMITTEE MEMBERS**

* **Acting in the best interests of the charity, promoting its values and working to achieve its charitable objectives.**
* **Working as part of a team with the other trustees, whilst bring your own ideas, perspectives and experiences to the committee.**
* **Regularly attending committee meetings and contribute to the effective management of the charity.**
* **Working with the Treasurer to set priorities for the budget.**
* **Undertake Ofsted suitability checks as required.**
* **Employing a Manager to act as the person in charge of Knightwood Kids Club, supporting them to successfully manage the childcare provision and ensure that Ofsted Requirements are met.**
* **Submitting the annual update, or annual returns and accounts, to the Charity Commission.**
* **Ensuring that the charity complies with the rules in its constitution, charity law, and other relevant regulations that govern the work of the charity.**

**PLEASE NOTE:- when joining Knightwood Kids Club Committee all new members have to complete a form on line called an EY2, this form is VERY VERY important and it has to be completed and submitted on line before you can join the committee. Also at the same time an ENHANCED DBS FORM has to be completed and submitted on line. This is for Safeguarding reasons. This is the RESPONSIBILITY of the person wishing to join the committee. Also the chairperson has to ensure that the Charities and Trustees names coincide with the current committee ie NAMES on the charity commission and the trustees must always be relevant to the current committee. It is also the new member’s responsibility to frequently ring Ofsted and enquire about the progress of their application. New committee members must accept that the Knightwood Kids Club Manager will be constantly asking them for updates on their application progress as a communication record has to be kept for Ofsted as proof of the Manager being in control of the paperwork as this is a Safeguarding issue and suitability checks must be carried out before becoming a member of the committee. Knightwood Kids Club Manager will also be ringing Ofsted to see how applications are progressing.**

**All that is written in the above paragraph has been told to Knightwood Kids Club Manager by Ofsted and Children’s Services, and that this must be adhered to !!**

**The EY2 form can be completed and submitted before the old committee members complete and submit their EY3 form this enables them to step down from the committee and this will allow time for the paperwork to get sorted and the club will not have a point where we have no Committee even for a short time.**

**To come off of the committee an online form called and EY3 has to be completed and submitted. The Manger can email Ofsted to let them know who is resigning from the Committee and they will accept that if EY3 form is not done.**

**Should you have any queries or questions please do not hesitate to speak to a current member of the committee who will endeavour to help.**

**Link for EY2 Form**

**Link for Enhanced DBS Form**

**Link for EY3 Form**

**Policy Dated - 8th December 2019**

**Policy Reviewed Jan 2024**