

Committees - Frequently Asked Questions

1. Who can be a committee member?

All parents of children in the group and other interested parties within the community. At least 60% of the committee should be family members, i.e. have a child at pre-school.

2. How many times do committees meet each year?

A minimum of three times a year. However, our committee usually meets once every half term.

3. When is a new committee elected?

At the annual general meeting. All members stand down and need to be re-elected onto the committee. Also, members can be co-opted at other times throughout the year.

4. Who are the main officers of the committee?

Chairperson, Secretary and Treasurer.

5. How many members are needed on the committee?

The committee is made up of 3 officers and not less than 2 or more than 9 elected members. It can also have no more than 3 co-opted members.

6. Who attends committee meetings?

All committee members, the supervisor and the administrator. Other members of staff are also invited but their attendance is voluntary. The staff cannot vote at the meetings and cannot be present when decisions about wages are being made.

7. How long does a committee member serve?

Generally they serve for a minimum of one year and a maximum of six consecutive years (four consecutive years for co-opted members).

8. Who can't be a committee member?

People under the age of eighteen or have a disorder under the Mental Health Act, those convicted at anytime of an offence involving deception or dishonesty, unless the conviction is legally spent, those who are un-discharged bankrupts, those who have been removed from being a trustee because of misconduct, those disqualified from being company directors and those who have failed to make payments under county court administration orders.

9. How many committee members are needed to sign a cheque?

The three officers are authorised signatories and named on the bank mandate. However this cannot be two people from the same family. Any two of those can sign a cheque. Also it is good practice NEVER to sign blank cheques.

10. Can committee members be paid?

Only for the expenses of any work that they do.

11. Who does the staff appraisals?

The supervisor appraises the practitioners. The chair appraises the supervisor and the administrator. The committee would also have to over see the whole appraisal process as they are the legal employers.

12. As a committee member am I personally liable for any loss or debts?

No. Funtime is a company limited by guarantee.

13. Can I leave the committee half way through the year?

Although this is not preferable some circumstances may mean that this may occur and be done. Please remember that if you are a main officer then someone will have to be voted into position temporarily until a replacement can be found. You should make your resignation in writing to the Chair.

14. Do committee members need to have a CRB check?

It is a requirement of Ofsted that anyone who has day to day contact with the children in any capacity has a CRB "Enhanced" disclosure. It is recommended and good practice that ALL committee members are checked.