



## **Committee Policy and Procedure**

Our preschool relies on volunteer parents and carers to make all the decisions that shape the way the preschool runs. We welcome all parents who wish to join. The following procedures must be followed to ensure we maintain a robust committee.

All Saints Wise Owls are committed to safeguarding the welfare of our children.

- 1) Read the 'trustees duties at a glance'.
- 2) Read our safeguarding and recruitment and retention policies. Attached.
- 3) Read our prospectus.
- 4) Read our most recent Ofsted report.
- 5) Read our governing document. On the main noticeboard.
- 6) Read our most recent accounts.
- 7) Complete an EY2 form which can be found on the Ofsted website.
- 8) For the role of treasurer, chair or secretary an application must be filled in and an informal interview with the chair, manager and one other committee member must be taken.
- 9) Sign the 'Declaration of intent'.

Welcome aboard!

## Declaration of Intent

- I am over the age of eighteen.
- I am not an undischarged bankrupt.
- I have not previously been removed from the trusteeship of a charity by a court or the Charity Commission.
- I am not under a disqualification order under the Company Director's disqualification act 1986.
- I have not been convicted of an offence involving deception or dishonesty.
- I have not been disqualified by the Charities Act 1993 from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of All Saints Wise Owls in good faith and in accordance with the law and within All Saints Wise Owl's objectives and mission.
- I do not have any financial interests in conflict with the organization, and will inform the committee should any such arise.

Sign:

Print:

Date:

## New member checklist

Has the potential member been given the induction pack?

Have they signed the declaration?

Has the EY2 been completed and a decision received from Ofsted?

Has the Charities commission been informed?

Have details in the blue book been updated and parents informed?

Has the new member been voted in and given contact details of all of the other committee members?