



Pre-school Committee - overview

It's important to remember that High Littleton Pre-school is a charity. A committee of parent volunteers who offer their time and energy to promote and support our lovely village pre-school.

The committee works hand in hand with the pre-school manager and staff, and is vital to ensure the smooth running of the pre-school. We hold half-termly meetings to plan fundraising events, check the budget remains on track and ensure that the needs of all children and staff are being met.

Being a committee member is a very rewarding role. Not only is it a great way to get to know the staff better and to meet other parents, it is also hugely gratifying and great fun! It gives you a real insight into what goes on behind the scenes at pre-school as well as the opportunity to have a genuine impact on your child's early year's education.

Details of the current committee members are displayed on the parent board just inside the door in pre-school, together with our photos!

Committee Roles

Chairperson:

The Chairperson is the main point of contact for committee members, staff and external parties but their main role is to support the pre-school manager, with whom they form a close relationship. The role is fantastically varied, offering an opportunity to get involved in everything from staff recruitment and appraisals, to policy development and fundraising projects.

At committee meetings the Chairperson is responsible for setting the agenda and coordinating roles in any plans that are made. They also keep confidential records of terms and conditions of employment up to date.

No experience is necessary to become a Chairperson, and there are always plenty of existing/former committee members and staff on hand to answer questions and offer support.

Treasurer:

The Treasurer oversees the pre-school finances and work very closely with the Pre-school Leader and Chairperson to ensure the finances and budgets are on track. The Treasurer and Administrator prepare financial reports for each committee meeting.

Secretary:

The Secretary is responsible for taking the minutes at the committee meetings, distributing the minutes and any other relevant information to committee members.

Fundraisers:

Our fundraisers do an amazing job co-ordinating fundraising events. This is a fun and rewarding role that directly benefits the children as all funds raised are spent on toys and equipment for the pre-school. Publicity, gift gathering and events co-ordination are some of the things our fundraisers have the chance to be involved in. Most of the fundraising meetings are held in the local pub so it's a great way to get involved with pre-school whilst also being great fun and very sociable!