

## **Committee Network Meeting**

at Southampton Voluntary Services

Monday 2<sup>nd</sup> July 2018

9.30 - 11.30am

### **Attendees**

Sticky Fingers Pre-school  
Kanes Hill Pre-school  
Harefield Community Pre-school  
Brambles Pre-school  
Riverside Pre-school  
The Shore Pre-school  
Manor Road Pre-school  
Sholing Community Pre-school  
Happy Bunnies Pre-school  
Ladybirds Pre-school  
Southampton Voluntary Service  
EY Team Southampton City Council

### **Apologies**

Bitterne Manor Pre-school  
Squirrels Corner Pre-school

### **What's Happened Since We Last Met**

- Recovering debt (on autumn term agenda)
- AGM
- HR
- Early years and childcare sufficiency collection (if you would like information about sufficiency in your area please let Belinda know. Sufficiency is collected once a term.)

### **Engaging Parents to be Actively Involved in the Preschool Committee**

Group discussions to identify the issues and top tips to encourage parents to volunteer to be on the pre-school committee.

**AGM's** and the variety of ways that an AGM can be held from formal affairs where parents are asked to attend a meeting to the less formal where the business side of the AGM is included in a social gathering such as a party/presentation. As the AGM is held once a year the existing committee need to make sure that there is a review of the year from the chair and lead practitioner, review of the annual accounts and the election of the committee/board members. How this is done is down to you and your parents.

Top tips to get parents involved in the committee

- Make sure everyone knows the dates for meetings, events and AGM's as far in advance as possible. Ask parents what time would suit them best for meetings - possibly when they register so you set an expectation that they will come.
- Ideally combine the AGM with an event as an AGM sounds dull and official. If you decide to just do an AGM explain it will be brief and under an hour.
- Ask your lead practitioner and practitioners to promote the benefits of the pre-school committee and encourage attendance at the AGM.
- Do parents understand the roles and responsibilities of a committee without scaring them off! You could use testimonials from previous committee members or a flyer with an outline of the roles and responsibilities.
- Offer new committee members a welcome session with an experienced committee member or together and an induction pack with key information on the playgroup and their roles
- Ask committee members and practitioners to each bring another along a friend to the next meeting or event.
- Do you promote training that can be offered to support parents in their new committee role
- Social media is a good way of encouraging parents
- Is there a dedicated 'wish board' for things you need or notice board with jobs that need doing advertised on there? Some parents may not want to be actively involved in the committee but would be happy to bake a cake or put up posters.
- At every opportunity the committee talk to parents about the benefits of being part of the committee eg during events, drop off and pick up etc.
- A 'movement circle' around the room at collection time was suggested as a way of getting parents to stop and talk with staff and committee members as they go around to collect coats, bags , water bottles, children etc. before leaving
- Have you considered promoting the opportunity to volunteer in the wider community and to grandparents who may have some time and be willing to help? Remember this has to be compliant with your constitution. You can always register your volunteering opportunity on the Southampton Voluntary Service <https://www.southamptonvs.org.uk/volunteering/register-an-opportunity/>
- Do you recognise peoples volunteering contribution in any way - eg with a thank you card in Volunteers week / at pre-school birthday party / through SVS Volunteers Certificate scheme where groups can nominate volunteers completing 100 hours formal volunteering with an award in the Mayors parlour

During the summer holidays Belinda will work on a leaflet to share with parents about being part of a committee and the benefits of volunteering. Once this has been completed it will be sent out for you to comment on or add ideas. We can agree to adopt the leaflet during the autumn committee network meeting.

**Committee training** was the focus of the discussion as everyone felt that this was key to improving the effectiveness of the committee. The most popular training provide seems to be Educare which is in partnership with the Pre-school Learning Alliance (PLA). If you are a

member of the PLA you can access the free courses for both committee members and practitioners here <https://www.pre-school.org.uk/educare>

Southampton Voluntary Service also provides training, you can find the current list of training here <https://www.southamptonvs.org.uk/group-support/training/>

The Early Years and Childcare team also provides training through Workforce Development <http://sid.southampton.gov.uk/kb5/southampton/directory/family.page?familychannel=9-8> or through bespoke training <http://sid.southampton.gov.uk/kb5/southampton/directory/family.page?familychannel=9-9-1>

If there is any specific training that is not available through these options please let either Jo or Belinda know.

### **Update from Early Years Team**

See attached document

**Presentation:** Basic Financial Management for Trustees and Committee Members

See attached document

### **Next Meeting**

Autumn term date, time and venue to be confirmed.