

Committee Network Meeting

at Southampton Voluntary Services

Monday 12th November 2018

9.30 - 11.30am

Attendees

Sticky Fingers Pre-school

The Shore Pre-school

Sholing Community Pre-school

Southampton Voluntary Service

EY Team Southampton City Council

Apologies

Bitterne Manor Pre-school

Harefield Pre-school

Kanes Hill Pre-school

Manor Road Pre-school

Mansel Minis Pre-school

Riverside Pre-school

Squirrel Corner Pre-school

What's happened since we last met?

- **Staff sickness** and the impact this has on a setting.
Things to consider
The committee and staff to meet to discuss a contingency plan for staff sickness or maternity leave. Who will step up, how responsibilities will be distributed etc.
You need to have a sickness policy that all employees should have a copy that states
 - ~ how someone should report their sickness and to who
 - ~ the time frame they should notify someone of their sickness
 - ~ whether they're allowed to take holiday days in lieu of sickness
 - ~ whether they should provide updates to their line manager whilst they're off
 - ~ what happens on their return (for example: have a 'return to work' interview or fill in a form documenting details of their absence)A return to work interview can be really helpful to discourage people from taking frequent short term days off sick. They also give you the evidence of the person's sickness, allowing them to identify any issues so they can provide their member of staff with extra support if needed. The types of things to discuss are

~ Any medication being taken and whether there may be any side effects that might affect the individual's ability to work.

~ Whether they have received approval to return to work and if any recommendations regarding workplace support is required.

~ If the employee needs any support to return to work.

~ Any concerns about outstanding workplace issues, such as problems with workplace relationships, outstanding grievances, complaints, etc.

It is really important that you keep track of when your staff are ill. Even if you don't feel there's any cause for concern, it's good practice to document any absences just in case you need to pursue a formal disciplinary process in the future. You need to decide whether sickness is paid and if so for what period, who notifies payroll, who monitors the periods for either paid or statutory sick pay and who informs the employee that they are nearing the cut off point for payment?

A really helpful document is available from Health and Safety Executive
<http://www.hse.gov.uk/pUbns/priced/hsg249.pdf>

- **Recruiting staff** is a problem at the moment, identified effective places to advertise. Indeed, an online recruitment site seems a popular place to advertise and some providers have found it useful to pay the premium to ensure their vacancy appears on the top of each of the pages.
Jo reminded everyone that you can advertise on the Southampton Voluntary Service website.
Unfortunately Southampton Information Directory will no longer accept job vacancies as not many providers and practitioners were using this free service.
Discussed the issue of recruiting at the end of the summer term and then new employees not turning up or finding another job by the start of the new term. Suggestions were made about how the best way and the importance of keeping in touch during the summer holidays to prevent this.
- **Safer recruitment training** offered through Edu Care was promoted by one setting. It is good practice to have at least one member of the interview panel who has completed safer recruitment training.
- **Foodbank.** Some pre-schools are using donations of food from local supermarkets to subsidise snacks, you can find further information at fareshare by following this link <https://fareshare.org.uk/getting-food/fareshare-go-support/>
- Many **AGM's** have taken place during the autumn term. Please find attached an information sheet about informing Ofsted of the changes in committee members and gaining a DBS.
- **Charitable Incorporated Organisation (CIO).** Many pre-schools are considering changing to a CIO which is a corporate body with its own legal identity. The Pre-school Learning Alliance has an electronic guide to support its charitable members to register as a CIO. Developed for both new charities wishing to register as a CIO and existing charities wishing to change their status to a CIO, it contains the Pre-school Learning Alliance Model CIO Constitution for Childcare Providers 2013, which has been pre-registered with the Charity Commission to speed up the process of applying to become a CIO. The e-guide advises on the key features of a CIO; provides step-by-step directions for completing the registration form; tips on the additional steps that need to be taken to wind up existing charities; as well as the requirements relating to the keeping of records and filing of accounts.

- **Bookstart Bags** for younger children were handed out to share with parents. If you are not part of the Bookstart then contact Family Information Service on 023 8083 3014 who will can take your details so that you can be part of the project.
- **Southampton City Council Budget Consultation is to** gather the views of residents, partners, businesses and other stakeholders on proposals to deliver a balanced budget for the council. A final decision on the budget will be taken by Full Council in February 2019. You can find the consultation by clicking the link <https://www.southampton.gov.uk/council-democracy/have-your-say/budget-2019-2021/>
- **Engaging Parents to be Actively Involved in the Preschool Committee.** During the summer holidays Belinda worked on a leaflet to share with parents about being part of a committee and the benefits of volunteering. The new leaflet was shared with the network and once comments have been received the leaflet will be adapted and available to share with parents.
This leaflet can be used with parents when they first sign up to pre-school, it provides an opportunity to promote the important role the committee plays within the pre-school. It seems common that many parents on the committee feel that they have limited understanding of the committee role and responsibilities so this leaflet goes into more detail.

Committee training around roles and responsibilities will be the main focus of the spring term committee network. This will be held on Wednesday 30th January at 9.30am at Southampton Voluntary Service, invites will be sent out at the beginning of January.

Update from Early Years Team: See attached presentation

Presentation: Debt Management, see attached presentation.

What came to light during this presentation was that some parents are still paying by cash which can create potential risks around security and safely depositing money. If you do have parents paying this way have you looked at your insurance policy to see how much money can be kept on site overnight? Recently we have had a spate of burglaries in Southampton where they are looking for money so good practice needs to be in place and encouraging parents to pay by direct debit.

Next Meeting

Spring term: Roles and Responsibilities of a Pre-school Committee

Wednesday 30th January 2019, 9.30am @ SVS Kingsland Square, St Mary St, Southampton SO14 1NW