

## **Reddingmuirhead Playgroup**

### **Aims & Objectives**

The aim of the playgroup is to promote the aim of the Scottish Pre-School Play Association which is to advance the education of pre-school children so that they may take a constructive place in the community, and also the education of their parents and other adults, children and teenagers, and in the furtherance of that aim.

- To provide safe and satisfying group play in which parents take part when appropriate
- To encourage other charitable activities through which parents may help the children

### **Duties of Playgroup Committee**

- Committee meetings should be held every six weeks (more often if required)
- The office bearers should work as a team
- Keep to the constitution
- Consult between meetings if any issues arises which needs discussion /action
- Act as employers
- Be responsible for the finances of the group

### **The Committee are responsible for policy decisions such as:**

- How the fees are paid – daily, weekly, monthly
- Who should collect the fees?
- How much the playleaders should be paid
- Balancing Income and Expenditure

### **The Committee's responsibilities with money:**

- Have a report from the Treasurer at each committee meeting.
- Have the bank statement checked by other committee member as well as Treasurer

### **It is the Chairpersons job to:**

- Chair meetings of the committee
- Chair council meetings, including the A.G.M.
- Lead the team of office bearers and delegate work
- Have an overview of all the work of the group
- Keep the vice-chairperson (if applicable) well informed

### **The Secretary needs to be:**

Well organised and efficient to handle the paperwork and know where to find any information required. This involves receiving all correspondence and replying as directed by the committee. Keeping the groups documents i.e. the insurance documents, copies of playleader's contracts, the constitution, the S.P.P.A membership documents, lists of committee members and office bearers, waiting lists, inventory of group equipment.

Taking minutes of meetings (some groups have a minute secretary)

Basic publicity and booking of venues for the group i.e. advertising fundraising events, notifying members of dates of committee meetings and the A.G.M.

### **Together the Chairperson and Secretary should:**

- Call committee meetings and draw up agendas
- Ensure that decisions are made, that they are minuted correctly and then carried out

### **The Treasurer should:**

- Keep accurate records of the groups finances
- Make payments as directed by the committee
- Change signatories on the bank account
- Collecting fees
- Receiving any other monies. Monies raised through fundraising should always be counted by a second person and the amount recorded.
- Pay in cash and cheques promptly to the groups bank account
- Keep records of all income and expenditure accurately
- Pay all bills, as authorised by the committee and obtain receipts. All payments should be made by cheque.
- Paying the playleaders at the agreed rate and time.
- Ensuring that everyone who has incurred expenses is offered reimbursement
- Presenting an accurate financial report at each committee meeting
- Preparing the annual statement of finances for presentation at the A.G.M.
- Ensuring that the accounts and books are audited before A.G.M.

### **Procedure for Committee Meetings**

- Call the meeting with at least a weeks notice. Secretary should ensure everyone knows the date and venue
- Quorum. Your constitution will tell you how many committee members constitutes a quorum. Without a quorum the meeting cannot make important decisions. Our quorum states one quarter of the total group's membership list.
- The secretary should draw up an agenda with the chairperson. Anyone can suggest items, and everyone in attendance should have a copy.
- Voting may be necessary if no consensus of opinion is obvious. This can be either a show of hands or a secret ballot

### **Typical Agenda**

- Welcome and Apologies
  - Minutes of previous meeting to be adopted
  - Matters arising from minutes of previous meeting
  - Correspondence
  - Reports
    - Treasurers
    - Chairperson or Secretary
    - Playleaders
    - Branch Report
  - Current Activities and Concerns
  - Any other business
  - Date of Next Meeting
- Committee business is confidential and should not be discussed anytime, anyplace, anywhere
- All committee members should respect the chairpersons authority in calling them to order in only discussing relevant information

### **Annual General Meeting**

The AGM is normally held in June in the hall. Frances Anderson, SPPA Development Worker is also invited to attend AGM. Again the quorum states one quarter of the total group's membership should be in attendance. Most parents need to attend or the new committee cannot be decided upon.

### **Annual Return/Self Assessment (Care Commission)**

Each year, prior to the annual inspection we are required to complete an annual return and self assessment form. This can be done online. Copies can be found in the Care Commission Folder.

### **Annual Inspection (Care Commission)**

The Care Commission carry out an unannounced annual inspection normally between January and March. Copies can be found in the Care Commission Folder.

### **Insurance Renewal**

SPPA will send through a reminder at the beginning of March. This includes insurance for playgroup and membership fees for SPPA. Get a cheque from the Treasurer and return it with completed form. Once the new certificate has been received put the original in the SPPA folder and a copy on the wall in the foyer.

### **Environmental Health Inspection**

Environmental Health will write to you sometime around April/May to say that the annual inspection is due. Phone them to arrange a time and let the playleaders know.

### **Staff Appraisals**

Once or twice a year the Committee should carryout an appraisal for each play leader. Previous appraisals are held in the staff files in the top drawer of the filing cabinet. Forms for the appraisals and guidance on how to conduct them are held in the SPPA Folder.

### **Staff Updates**

As the minimum wage increases in October the playleaders contracts will need to be amended to reflect this. You should complete a new contract (one copy for the playleaders and one for the personal file) and a letter of confirmation of pay increase (one copy for the playleader and one for the personal file)  
SPPA – forms can be ordered via the SPPA website if required.

### **Early Years Group Constitution (SPPA)**

This document needs to be updated each year by all new committees and a copy held in the SPPA folder.

## **Useful Contacts**

The following organisations must be informed of any changes to Committee Membership/Manager

Frances Anderson  
Development Worker  
Scottish Pre-School Play Association  
Sacred Heart Primary School  
Bowhouse Road  
Grangemouth  
FK3 0EU  
01324 474241 [frances.anderson@sppa.org.uk](mailto:frances.anderson@sppa.org.uk)

SPPA Head Office  
21 Granville Street  
Glasgow  
G3 7EE  
0141 221 4148 [www.sppa.org.uk](http://www.sppa.org.uk)

Office of the Scottish Charity Regulator (OSCR)  
2<sup>nd</sup> Floor  
Quadrant House  
9 Riverside Drive  
Dundee  
DD1 4NY  
01382 220446 [info@oscr.org.uk](mailto:info@oscr.org.uk)

Ann Anderson  
Care Commission Officer  
Springfield House  
Laurehill Business Park  
Lauriehill Road  
Stirling  
FK7 9JQ  
Tel: 01786 406363 [ann.anderson@carecommission.com](mailto:ann.anderson@carecommission.com)  
Mob: 07766992612

Each new committee member will have to complete a change of committee form (there is a section on the form that identifies which role within the committee e.g. secretary, treasurer or committee member). The chairperson form needs to be completed by the chair only as guidance provided along with a Disclosure Scotland form and fee of £10.00 made payable to the Care Commission. If you identify playleaders as managers, then the committee office bearers, usually the chair needs to complete the form to verify how playleaders have been appointed. Both playleaders are then named on the playgroup certificate as managers.

Care Commission  
Headquarters  
11 Riverside Drive  
Dundee  
DD1 4NY  
01382 207 100 [www.carecommission.com](http://www.carecommission.com)