

## **Tandridge Village Pre-school (TVPS)**

### **Parent Committee need you!**

**TVPS is a pre-school charity run by a friendly, parent committee.**

#### **Why volunteer for the committee?**

**Are you interested in learning new skills?**

**Would you like to meet new parents and help raise money to support TVPS?**

**Would you like to share your skills, time and ideas with others?**

**Have you ever wanted to improve the running of your child's setting?**

**If you answer "yes" to any of these questions, TVPS would love to hear from you!**

#### **What are the benefits you may ask.....PLENTY is the answer !**

Parental involvement has been recognised by the Government as being key to a child's successful development – and it's lovely to play a part in your children's first steps in education. Research shows clear benefits for children when parents become actively involved in their child's learning and development from an early age – so it's good for them....and you!!

Volunteering for the TVPS parent-run committee offers an ideal opportunity for you to also become more actively and practically involved in this aspect of your child's life. It will also make a real difference to how pre-school is managed which is really rewarding – and it's so interesting to see this early stage of child education. You will also personally benefit from this experience by meeting other TVPS parents, updating existing skills and learning new ones, as well as putting something positive back into your children's preschool.

#### **Opportunities**

Volunteering to help support TVPS is all about opportunities – for the pre-school, but also for yourself – and it takes you in a new direction in life – a change from the day to day of parenting! Being a parent is daunting at times – being part of a group all in the same boat is a great support. And working together is incredibly satisfying and hugely amusing at times.

We ran a (rowdy!) quiz night last year which was a popular event, loads of fun for us and also the people who came along – and more importantly raised a decent amount of money all for TVPS.

#### **What is involved?**

Current TVPS parent committee members will be more than happy to tell you in more detail about how you can become involved. There are lots of ways you can contribute to the committee and you can choose to give as much or as little time as you can spare. The good

thing is you don't actually need any experience to make a difference – just enthusiasm and a vested interest in supporting such a lovely local preschool.

### What you can choose to do

So much of the work the committee does is fun –coming up with new fundraising ideas, getting exciting plans off the ground with the money we have raised, working with the teachers to think of general ideas for TVPS...we could go on.

You can join the committee as a general committee member and come along to our meetings to hear what's going on at TVPS. We also have three main roles on the committee - **Chair, Treasurer and Secretary** – if you would like to take on a specific role. You may find the list below helpful as it explains briefly what each role does, along with some duties that are common to all committee members.

### Chairperson

- Represents and acts as a spokesperson for the pre-school.
- Chairs meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- Sets the agenda for meetings together with the Secretary.
- Acts as the 'Nominated Person' for Ofsted purposes.
- Line manages the Manager of the setting.
- Supports other committee members and authorises the work of the Treasurer.

### Treasurer

- Ensures the committee are aware of the financial position of the charity, providing an up-to date written statement of accounts at committee meetings.
- Ensures that all committee members are aware of their financial responsibilities and comply with the charity's finance procedures.
- Ensures that the committee apply the charity's resources exclusively in pursuance of its charitable objectives.
- Presents accounts to the members at the AGM.
- works along side the Pre-School Administrator to set an annual budget and monitors it regularly.
- Ensures that the charity's financial records are maintained accurately and updated on a timely basis.
- Reviews and returns any other financial reports as necessary.

### Secretary

- Organises all meetings including booking venues, liaising with parents/relatives to ensure they are informed etc
- Draws up meeting agendas and circulates to all attendees.
- Takes accurate minutes during meetings, types up and sends them out to all attendees in a timely manner.

### Shared responsibilities for all committee members

- Act in the best interests of TVPS; promoting its values and working to achieve its charitable objectives.
- Work as part of a team with the other trustees; helping when needed with fundraising ideas.
- Attend committee meetings as and when necessary.
- Contribute to decision making of the day-to-day running of TVPS.

### **Further information**

If you would like to know more about how to get involved or just want to say hello, please do get in touch/wave at us as we are currently looking for new committee members for the autumn term 2019.

Vicky Pettitt is the current Chairperson of our committee and can be contacted through the TVPS email [tandridgevillagepreschool@gmail.com](mailto:tandridgevillagepreschool@gmail.com) or speak to Michaela, our TVPS manager, and she can point one of us out / give you our contact details.

Thank you and welcome if you are new to us – you are going to love it here. It really is a genuinely brilliant, friendly preschool with some pretty awesome teachers.