



## COMMITTEE INFORMATION

Registered Charity No.1021289 Ofsted No. EY419174

Earlybirds Preschool is a Committee run preschool made up of volunteers who are parents of attending children and/or friends from the local community. We liaise closely with our staff team, and we are responsible for employing staff, managing the settings finances and taking strategic decisions on behalf of the setting.

Committee meetings are held each term to discuss the general running of the Preschool and in September of each year the Committee holds an Annual General Meeting when members may step down and new members may be elected.

Being a Committee member gives you a chance to become involved at Preschool, helping to provide the best for children attending the setting. If you are interested in joining the Committee, please speak to a member of staff who will be able to provide information you need, alternatively please email:

[Hello.earlybirds@gmail.com](mailto:Hello.earlybirds@gmail.com)





## OUR COMMITTEE

**Chair** Naomi Peat

**Secretary** Fran Donovan

**Treasurer** Kate Leahy

**committee Members** Sam O'Neill

Beth O'Neill

Shemara Fernando

Ronnie Pearce

Emily Palmer



# COMMITTEE TIME TABLE

## Term 1

### September

- AGM (usually 2<sup>nd</sup> week of term as needs to be done within 2 weeks of start of term)
- Committee meeting - needs to be held within 2 weeks of the AGM
- New committee needs to complete DBS, EY2, chair update for Ofsted

### October

- Chair to perform Safeguarding check
- Agree timetable for social evenings
- Confirm/check Christmas arrangements
- Decide on the children's presents from FC and Staff presents

### November

- Children in need
- Christmas activities - what?
- Buy presents for staff and children
- Arrange wrapping night

## Term 2

### January/February

- Chair review of core policies and procedures
- Easter plans to be agreed

### March

- Agree fee increase and staff pay rises
- Easter Parade
- Planning for May Fair
- Mother's week

### April

- Chair to perform Safeguarding check

## Term 3

### April/May

- Open day/evening at preschool
- May Fair

### June

- Father's week