



Committee Handbook

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About the club:

Broughton After School Club has been running since 1995. The club provides a stimulating programme of play and leisure opportunities for children outwith normal school hours, whilst supporting family needs, for parents/guardians who may work or study.

The club is run and managed in accordance with the Care Inspectorate's National Care Standards and is registered with the Care Inspectorate. In our latest report we attained 'very good's' in all areas. This grade was one of the highest in the central belt.

As a Scottish Registered Charity the club is managed by a voluntary board of directors comprising interested parent/carer members.

The club is managed independently from the school, and has no connection with Edinburgh City Council, other than renting its premises.

The club operates as a company (charity) and is registered with companies house.

BASC's aims

- We aim to provide an out-of-school service for children of primary age which develops activities and opportunities appropriate to each child's needs and interests through the support of a dedicated staff team.
- We aim to support children's development socially, physically, creatively, intellectually and emotionally with elements of choice and equality for ALL child members
- We aim to support the needs of parent/carer members by offering a flexible and safe environment which supports their childcare needs.

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Constitution

This is a summary of the full constitution. The constitution is a working document that must be reviewed each year to ensure that it still reflects the aims and management of the club... Please read the full document.

Definitions:

The Company's name is "Broughton After School Club".

The Company's registered office is to be situated in Scotland.

The Company is established for charitable objects only.

"The Management Committee" means the Board of Directors of the Company by which the business and affairs of the Company shall be managed, and each member of the Management Committee shall be a Director of the Company.

Aims:

The objects for which the Company is established are to run an after school care club; to promote the care and education of children in need of care during out of school hours and during school holidays; to promote the provision of facilities, in the interests of social welfare, for the recreation and other leisure time occupation of such children; and to advance the education and training of persons providing such care, education and recreational facilities.

Powers:

In furtherance of the objects for which the Company is established, but not otherwise, *the Company shall have the following powers:*

- To work with other organisations and persons.
- To collect and receive money
- To gather and distribute information
- To arrange and furnish a property.
- To employ staff

Membership and registration:

The members of the Company shall be the subscribers to the Memorandum of Association of the Company and such other persons as may from time to time be admitted to membership of the Company by the Management Committee.

Every person who wishes to become a member of the Company shall deliver to the Company, an application for membership to become a member of the Company. A member must be an individual over the age of 17 years.

The members of the Company shall be required to pay to the Company an annual subscription. All details and aspects of the subscription are fixed by the members of the Company in General Meeting,

A register of the members for the time being of the Company shall be kept by the Secretary and shall contain each member's name, address and date of admission to membership of the Company .

Management committee:

The Company need have only one member of the Management Committee; and a sole member of the Management Committee shall have authority to exercise all the powers and discretions vested in the Management Committee.

The business of the Company shall be managed by the Mgmt. Committee.

The Company in General Meeting may appoint any person to be a member of the Management Committee either to fill a casual vacancy or as an additional member of the Management Committee.

The office of a member of the Management Committee shall be vacated if he or she: resigns, is removed, becomes of unsound mind, is prohibited by law or accepts disallowed remuneration .

The Management Committee shall cause minutes to be made and kept of all appointments **of officers ; the names of those present at each meeting of the Management Committee and of all resolutions and proceedings at all meetings of the Management Committee**

Annual General Meeting:

The Company shall in each calendar year hold an Annual General Meeting. Not more than 15 months shall elapse between the date of one Annual General Meeting of the Company and that of the next.

The Management Committee may, whenever the Management Committee thinks fit, convene an Extraordinary General Meeting of the Company.

Any General Meeting of the Company called for the passing of a Special Resolution shall be called by at least 21 clear days' notice in writing.

No business shall be transacted at any General Meeting of the Company unless a quorum of members of the Company is present; two members of the Company (present in person or by proxy) shall be a quorum.

The Chairperson of the Management Committee shall preside as chairperson at every General Meeting of the Company or, if there is no such Chairperson, or they are unavailable the Management Committee present shall elect one of their own number to be chairperson of the General Meeting.

Each member may cast a single vote. In the case of an equality of votes at any General Meeting of the Company, the chairperson of the General Meeting shall be entitled to a second or casting vote.

The Management Committee shall be at liberty to invite any person, not being a member of the Company, to attend and speak, but not to vote, at any General Meeting of the Company.

Any member of the Management Committee shall, notwithstanding that they are not a member of the Company, be entitled to attend and speak at any General Meeting of the Company.

Dissolution:

If upon the winding-up or dissolution of the Company there remains, after the satisfaction of all the Company's debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company but shall be given or transferred to some other charitable body or bodies having objects similar to the objects of the Company.

About the committee

Why have a committee?

- to ensure the club is accountable and meets the needs of its members and the community it serves
- to ensure democracy in the decision making process
- to ensure that appropriate decisions are taken by quorums and that tasks are shared equally among members
- to ensure that best use is made of people's experience and expertise in managing the club's affairs
- to abide by the club's constitution

Voluntary Management Committees

Every voluntary organisation has a management committee which is responsible for running the organisation. The committee also has the responsibility of ensuring that the organisation is clear in its purpose and direction and that all decisions taken are in line with the constitution whilst adhering to all relevant regulations and legislation.

The voluntary management committee also has specific responsibilities in relation to the employment and management of staff.

It is important to remember at all times: staff and volunteers are accountable for their actions to the voluntary management committee.

The voluntary management committee is ultimately responsible for ensuring the organisation fulfils its legal obligations and operates efficiently and in line with good practice guidelines.

Parents serving on a Voluntary Management Committee

Having parents serve on the management committee of an after-school club is a real strength. We are experts on the children and young people attending the club, and we have local connections and contacts. However, it is important that parents serving on the committee always act as trustees of the club first, and parents second. Committee decisions must be made in the best interests of the club as a whole, and its long-term well-being. For this reason members of the committee must complete and return the following two forms:

- BASC Model Trustee Code of Conduct
- BASC Conflict of Interest Policy.

Key responsibilities and duties of committee members

Charity trustees have 4 general and 5 specific duties. A duty is something that you must do. All of the charity's trustees should work together to make sure that these duties are done.

General duty 1

Charity Trustees must do what is best for the charity.

- They must do what is best for the charity, not what is best for themselves or anyone in their family.
- They must put the needs of the charity before the needs of any other organisation or company that they are involved with.

General duty 2

Charity trustees must make sure the charity does what it is meant to do.

- Charity trustees must make sure that the other charity trustees and the people working at the charity follow the rules in the constitution.
- Charity trustees must make sure that the charity's money is only used to do the things that are in the constitution.

General duty 3

Charity trustees must run the charity carefully.

- Charity trustees must run the charity properly.
- Charity trustees must make sure that the charity does not break any laws, like health and safety or data protection.
- Charity trustees must make sure that the charity has enough money to pay staff and other costs.
- Charity trustees must all work together for the good of the charity. They must make sure that no-one is breaking the law by being a charity trustee and that charity trustees are all doing what is best for the charity.
- Charity trustees must make sure that any staff and volunteers are treated properly and fairly.
- Charity trustees must make sure that people who are not connected to the charity do not use the charity's name and logo.

General duty 4

Charity trustees must make sure the charity does not break the law.

- Charity trustees must make sure that the charity follows the rules in the Charities and Trustee Investment (Scotland) Act 2005 and any other laws.

Specific duties

These are things that charities must do. The charity trustees must make sure that these things are done.

Specific duty 1

Charity details on the Scottish Charity Register

- Charity trustees must give OSCR the information it needs for the Scottish Charity Register.

Specific duty 2

Reporting to OSCR

- Trustees must tell OSCR if any of the charity's details change.
- Charity trustees must fill in a form about the charity each year. This form is called an annual return. OSCR will send this to the charity.
- Charities who get more than £25,000 each year must also fill in a form called a supplementary monitoring return.
- Charity trustees must send OSCR the charity's accounts each year.
- Charity trustees usually need to ask OSCR before they change the charity's constitution.

Specific duty 3

Financial records and reporting

- Charity trustees must make sure that the charity keeps a record of the money it gets in and the money it spends.
- Each year the charity must prepare their accounts and get them audited or examined. A copy of the accounts must be sent to OSCR.
- Charities must keep a copy of the accounts for 6 years.

Specific duty 4 – Fundraising

- Charity trustees must make sure that anyone who raises funds for the charity has an agreement that says how much they'll be paid to do it.
- New Fundraising Regulations have been announced in 2009 and charity trustees must make sure that the charity follows these rules.
- OSCR says that some charities are "designated national collectors". Trustees from these charities must give OSCR a fundraising report yearly.

Specific duty 5 - Providing information to the public

- Charity trustees must make sure that the charity's details are on all the charity's paperwork, like letters and invoices.
- Charities must give a copy of their constitution or latest accounts to anyone that asks for them.

Committee posts

- **The chair** will provide general leadership of committee and support for the manager. They will chair all meetings, and suggest an agenda for each meeting.
- **The secretary** will take minutes of meetings and will circulate them to the committee and make them available on request to any parent. These should include a list of those present at meetings, with key action points and timescales. Detailed accounts of discussions are not needed.
- **The treasurer** is responsible for financial transactions as approved by the Committee and for keeping accurate records of all finances. Annual accounts will be reviewed and approved by an individual appointed by the Committee and will be presented at the annual general meeting. Summaries of the financial position of the Committee will be given at meetings as necessary or as requested. The treasurer will also relate specific information when necessary to relevant committee members.
- The chair and the treasurer of the committee will normally be responsible for administrating the Broughton After School club, although other members of the Committee can be elected to carry out this role.

Issues

In the event that a committee member has a concern about an aspect of the actions of the committee, which they are unable to resolve within the committee itself—it may be appropriate to contact the Edinburgh Voluntary Organisations Council at <http://www.evoc.org.uk/> for advice. In the event that a committee member has a concern that the actions of the committee are unlawful, it may be appropriate to contact the Office of the Scottish Charity Regulator to make an official complaint.

Stakeholders

- Children
- Members of Staff
- Parents
- Companies house
- HMRC Revenue
- Broughton Primary School
- Edinburgh Council
- Bowling green administration
- Broughton Parent Council
- The Care Inspectorate
- the Scottish Social Services Council (SSSC)
- Office of the Scottish Charity Regulator (OSCR).
- Locally elected officials—need to know what we do, to support and champion cause of out of school care.
- Active Schools (and/or similar organisations)

Being a responsible employer

The committee employs the club manager to run the club, including all aspects of recruiting and managing staff. The club's committee is responsible for, and to, their employees, which includes the club manager, and must act in accordance with the law.

The manager is responsible for ensuring the club meets the National Care Standards set by the Care Inspectorate and Scottish Social Services Council (SSSC) in relation to the registration and qualifications of staff. This is overseen by the committee, which is ultimately responsible for the legal running of the club.

The club has had a good record of staff retention. This has been achieved through the following activity, which the committee is agrees to continue to support.

- In-house staff training led by the club's manager
- Supervision and appraisal system - provided by club's manager
- Regular externally provided professional development, courses and qualifications.
- Supporting one-off requests to fund individual courses.
- Yearly bonus linked to time served.
- A positive, supportive atmosphere.

The committee is responsible for supporting the manager to manage and support staff through supervision, appraisal, professional development and in disciplinary issues if required.

The manager may also seek personal development, supervision or appraisal from the committee chairman, or other relevant committee member

The committee is responsible for keeping the staff handbook up to date.

Staff Job descriptions

Manager - organises the club and takes care of the day to day running and development of the club and staffing and has overall responsibility for the care of the children and liaises with parents.

Coordinator (*Lead practitioner*) - is second in command and co-ordinates with staff and manager assisting the manager when and where needed and covering for the manager when they are absent.

Qualified (i.e. SVQ level 3/HNC) sports and play workers (*practitioner*) -
work with the children and carry out planned activities and support the coordinator and manager stepping up to supervisor role if the manager and coordinator are absent

Sports play workers and play workers (*support worker*) -
Plays with the children in planned activities and supports the qualified workers

National Care Standards set out the levels of qualification required for registration with the Scottish Social Services Council. Details are here: <http://www.nationalcarestandards.org/220.html>

Staff pay-grade policies



This policy is currently under review.

Pension policies

This policy is currently under review.

Premises

The committee is responsible for making sure that the club has appropriate premises in which to operate. The manager is employed to bring issues about the premises to the committee, e.g. repairs; security; decor.

The premises must meet the space/input requirements set out in the National Care Standards:

<http://www.nationalcarestandards.org/213.html>

The current home of the club is known as The Osprey Room, and is provided rent free. The club pays for and arranges redecoration, upkeep and all maintenance to a high standard.

Should The Osprey Room become unavailable, the committee will need to find and arrange new, suitable premises.

In addition to The Osprey Room, BASC also makes regular use of the lower Broughton Primary School playground (which is a community space and open to the public); the gym hall; the canteen and the bowling green as part of an ongoing agreement with the school.

Insurance

The building is insured by the council, and the club is insured by Ansvar for public liability and employers liability insurance. Certificates should be displayed at the premises at all times. The manager keeps these updated.

The management committee/proprietor must renew insurance annually to cover staff, children and the committee in the event of any incident happening within the out of school care service.

You must inform your insurance company of special events such as day trips, bouncy castle and so on as you may need additional cover. If you are trying unusual activities or altering what you do, check it out with your insurance company first.

Calendar

November	<ul style="list-style-type: none"> • AGM <ul style="list-style-type: none"> • Review of constitution • Review of all policies and handbooks • All committee members must sign and return Code of conduct and Conflict of Interest forms. • Decide staff bonus amounts and proportions. • Review bank accounts • Staff xmas night out budget decided.
December	<ul style="list-style-type: none"> • Annual return (with accounts) to OSCR—31st Dec.
January	<ul style="list-style-type: none"> • Tax return deadline
February	<ul style="list-style-type: none"> • Spring committee meeting • Review finances, (end of financial year is coming). • Check appraisal system. • Full pay review (in time for new financial year)
March	
April	<ul style="list-style-type: none"> • Financial review committee meeting • Fees increase/decrease for club • Cost of living pay review
May	<ul style="list-style-type: none"> • Accounts sent to independent auditor
June	<ul style="list-style-type: none"> • Summer committee meeting • Prep for August return • Discussion (review past, look to the future) • Summer social
July	<ul style="list-style-type: none"> • Annual return to companies house
August	<ul style="list-style-type: none"> • Open evening for new parents
September	<ul style="list-style-type: none"> • Autumn committee meeting • Review summer provisions and issues • Plan finances for year ahead.
October	