



## **SEVENOAKS DAY NURSERY**

Rear of Sevenoaks Community Centre, Otford Road, Sevenoaks, Kent, TN14 5DN  
Telephone: 01732 460384. E mail: [nursery.admin@sdn.org.uk](mailto:nursery.admin@sdn.org.uk)  
Registered charity No. 299319

# **SEVENOAKS DAY NURSERY MANAGEMENT COMMITTEE**

## **STANDING ORDERS & TERMS OF REFERENCE**

## **STANDING ORDERS**

### ***1. Composition of the Committee***

- 1.1. The Committee will consist of a minimum of 5 members, being made up of :
  - The Committee chair
  - The Committee secretary
  - At least 3 other members
- 1.2. All members of the Committee are volunteers whose appointment is subject to confirmation by the Trustees, for an indefinite period.
- 1.3. Should the resignation of any member(s) result in the total number of members falling below the minimum, one or more Trustees can temporarily fill their positions until a new member(s) are appointed.
- 1.4. The chair is appointed by the other members of the Committee for an indefinite period.
- 1.5. The secretary is appointed by the other members of the Committee for an indefinite period.
- 1.6. If the chair resigns, or has to relinquish the office for any reason, the secretary will act as chair until a successor is appointed at the next meeting of the Committee.
- 1.7. If the secretary resigns, or has to relinquish the office for any reason, the chair will act as secretary until a successor is appointed at the next meeting of the Committee.
- 1.8. Any member can be removed from office by the Trustees, following a vote to this effect by a two-thirds majority of the Trustees in office at the time of the vote.
- 1.9. A maximum of two Trustees can be members of the Committee, although more may attend Committee meetings should they wish to do so or if they are required to report to the Committee on any matter. This number excludes any Trustees who are acting as temporary Committee members under clause 1.3 above.
- 1.10. The Nursery Manager cannot be a member of the Committee, although she/he is invited to attend all Committee meetings to participate in discussions and report on day-to-day matters that have taken place at the Nursery since the last Committee meeting.
- 1.11. No parent of a child currently attending the Nursery can be a Committee member.
- 1.12. A maximum of two parents of children currently attending the Nursery may be appointed as Parent Representatives. Parents are either put forward as a Representative by other parents, or invited to become a Representative by the Committee chair where nobody has been put forward.
- 1.13. Parent Representatives are invited to attend all Committee meetings to participate in discussions and report on matters of importance to the parents as well as parent-led fundraising efforts.
- 1.14. The Nursery Manager and Parent Representatives are not entitled to be present during discussions that the Committee chair or secretary deem to be confidential. Such discussions should be reserved for the end of each meeting after they have left the

meeting. Minutes relating to such discussions should be taken by the Committee Secretary, but not circulated to the Nursery Manager and Parent Representatives.

## **2. Calendar of meetings**

- 2.1. The Committee will meet at least six times per calendar year at a frequency to be agreed by the members of the Committee.
- 2.2. The date of each meeting will be agreed by the Committee members from meeting to meeting.

## **3. Quorum**

- 3.1. The quorum for all Committee meetings shall be three members.
- 3.2. The quorum does not include anyone in attendance at a meeting who is not a Committee member. This includes the Nursery Manager, Parent Representatives or any Trustees who are not also a Committee member.

## **4. Notice of meetings**

- 4.1. Written notice of meetings, together with the agenda, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to all members and Parent Representatives.
- 4.2. Non-receipt of notice of a meeting will not invalidate the meeting.

## **5. Minutes of meetings**

- 5.1. The minutes of meetings will be taken at each meeting and then typed up and distributed with the next meeting's agenda by the secretary. Where the secretary is unable to attend a meeting, the chair will ask an alternative member to take the minutes and then pass them on to the secretary for distribution.
- 5.2. Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more of the members present.
- 5.3. Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- 5.4. The approval of the minutes of the previous meeting will be on the agenda of every meeting of the Committee and once approved as a true record (subject to any agreed amendments), this will be noted in the next meeting's minutes.

## **6. Confidentiality of Proceedings**

- 6.1. Details of any discussion, dispute or disagreement should remain confidential to those present at the meeting.

## **7. Correspondence**

- 7.1. All incoming correspondence to the Committee is for the attention of the whole Committee, even if addressed to the chair and/or secretary. Significant items will be circulated to all members as and when received for action or information as appropriate at the next meeting.
- 7.2. The secretary will report on any correspondence sent to the Nursery in general that is of relevance to, or requires action by, the Committee.
- 7.3. The chair and secretary will report upon any correspondence on which he/she has already taken urgent action.

## **8. Discussion and debate**

- 8.1. The chair will ensure that all members enjoy equality of opportunity to express their views.

## **9. Decision-making**

- 9.1. Committee members recognize that all decisions must be made by the Committee unless the Committee has delegated the responsibility to a sub-committee or individual.
- 9.2. Only members present at a meeting may vote; proxy voting is not allowed.
- 9.3. The Nursery Manager and Parent Representatives may contribute their opinion on matters discussed during a meeting, but only members may formally vote.
- 9.4. A simple majority decides any matter put to the vote. In the event of a tie, the chair has a casting vote.
- 9.5. Decisions of the Committee are binding on all its members.

## **TERMS OF REFERENCE**

### **10. Status of the Committee**

The Management Committee is a standing committee established by the Trustees of Sevenoaks Day Nursery.

### **11. Responsibilities delegated to the Committee by the Trustees**

General oversight of the day-to-day activities of the Nursery, including but not limited to:

- 11.1. The provision of an independent assessment of the Nursery's arrangements for internal control, risk management and day-to-day governance.
- 11.2. The regular review of all Nursery policies and procedures; ensuring that these are consonant with over-arching EYFS strategies and policies and that regulatory and statutory requirements are satisfied. Any proposed amendments to existing policies arising out of this review are to be referred to the Trustees for approval.

- 11.3. To ensure that appropriate procedures are in place to monitor that the Nursery is appropriately staffed at all times and to deal with any related issues that arise on a day to day basis.
- 11.4. To ensure that appropriate procedures are in place for the ongoing supervision and review of all employees. This includes arranging, conducting and following up on the annual performance appraisals for all employees, as well as receiving and acting upon reports from the Nursery Manager at each meeting on employee issues.
- 11.5. To ensure that appropriate procedures are in place in respect of safeguarding.
- 11.6. To listen to and act upon, as deemed appropriate, any comments, feedback or complaints raised by the Parent Representatives at meetings or which are received directly from other parents. This includes receiving and acting upon the results of the Nursery's parent feedback questionnaires.
- 11.7. To review and ensure the accuracy of the Nursery's SEF document on a half-yearly basis in consultation with the Nursery Manager.
- 11.8. To review all reports or other correspondence received from external parties and either act thereon as a Committee or delegate action to the Nursery Manager or other appropriate individual(s). This would include, but is not limited to, reports or correspondence from Ofsted, other regulatory bodies, the Setting Improvement Partner and the Nursery's Health and Safety consultant.
- 11.9. To ensure that appropriate procedures are in place to monitor the suitability and safety of the physical environment, including monitoring compliance with relevant Health and Safety policies and procedures as well as maintenance requirements.
- 11.10. To arrange and conduct a visit to the Nursery by at least one Committee member between Committee meetings with the aim of reporting back to the Committee on how the Nursery operated in practice during that visit. The Committee member should establish, through observation and discussion with the Nursery Manager and staff on duty during the visit :
  - That approved policies and procedures are being followed
  - That action points on the SEF are being addressed and recorded
  - Whether there are any areas in which the Nursery's services or resources can be improved
  - Whether there are any issues that staff wish to raise with the Nursery.
- 11.11. To receive a report at each meeting on the current financial status of the Nursery and to act upon any issues identified by this report within the authority delegated by the Trustees.
- 11.12. The Committee shall review Ofsted Inspection Reports and make recommendations to the Trustees if appropriate.

## **12. Authority delegated to the Committee by the Trustees:**

- 12.1. *Authority delegated to the committee to make recommendations to the Trustees:*

- (a) The Committee shall make recommendations to the Trustees as to the level of resources required to provide an appropriate and safe level of service, as well as priorities for investment in major maintenance.
- (b) The Committee is authorised to handle expenditure decisions within existing budgets and limits set by the Trustees, but all proposals involving additional expenditure beyond approved budgets should be referred to the Trustees.
- (c) The Committee shall recommend to the Trustees any additional measures required aimed at improving administrative support and financial accountability.

*12.2. Authority wholly delegated to the Committee to act on behalf of the Trustees:*

- (a) The Committee shall exercise general oversight of Nursery policy, operations, administration, service development and proposals for new services.
- (b) The Committee is authorised to approve the SEF Plan for submission to Ofsted.
- (c) The Committee is authorised to initiate or support any fundraising activities for the Nursery which the Committee agrees are appropriate.
- (d) The Committee shall be responsible for ensuring mechanisms for consultation and engagement with parents and other external stakeholders operate effectively.
- (e) The Committee is authorised by the Trustees to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any reasonable request made by the Committee.
- (f) The Committee is authorised by the Trustees to take any actions considered necessary in response to complaints, adverse incidents, near misses, health and safety compliance recommendations, Ofsted reports or similar.
- (g) The Committee is authorised by the Trustees to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Chair of Trustees.

**13. Arrangements for the Committee to report to the Trustees on the exercise of its delegated authority:**

- 13.1. The Committee secretary or Chair will report to the Trustees on the Committee's work at each of their meetings. If the secretary or Chair are unable to attend a Trustees meeting, the Committee shall make such arrangements as it considers appropriate to fulfil its responsibility to keep the Trustees informed of its work.
- 13.2. The Committee shall respond to any requests for information initiated by the Trustees.