**2.3 Management Committee Handover**

**Policy Statement**

The Management Committee (the Committee) have overall management and control of Woolston Preschool.

Membership of the Committee is a two-stage process. Firstly, and in accordance with the written constitution, Committee members are either elected at the Annual General Meeting (AGM) or co-opted during the year at a Committee meeting. Secondly, each Committee member must receive a suitability decision from Ofsted. No individual is a member of the Committee until each process is complete.

**Procedures**

* At the AGM new members will be elected to the Committee in accordance with the constitution.
* An induction session will be held within one week of the AGM. At this session new Committee members will complete the online Ofsted EY2 form, apply for a DBS number and receive an induction pack.
* A co-opted Committee member will similarly be invited to the pre-school within one week of being co-opted to complete the EY2 form, apply for a DBS number and receive an induction pack.
* A new Committee member is expected to have completed the process set above and to be in receipt of an Ofsted suitability decision within six weeks of election to the Committee or of being co-opted onto the same. They will not be permitted to take any part in the Committee meetings or decision making until a suitability decision has been received.
* Committee members resigning from the Committee should complete an Ofsted EY3 form.
* The nominated person who will be one of the pre-school managers will keep a written record of all committee members to include name, address, telephone number, email address and DBS number. The nominated person will also keep a written record of the dates on which applications are made to join the committee and copies of Ofsted suitability decision letters.

This policy was agreed at a meeting of Woolston Pre-Schools held on 13 February 2017

**Last update: October 2023**

**Name of signatory: Woolston Preschool manager and DSL**

**Role of committee:** Chair Name **Gemma Woodward**

Date Date

Signature Signature