

## Committee Introduction

### What is Buttsbury Preschool Committee?

Buttsbury Preschool Committee is a group of parents who meet roughly once a month to cover Preschool fundraising & spending. The Committee consists of no more than 12 elected members.

### What is the purpose of the Committee?

The fees received by the Preschool cover the running costs but everything else is paid for by the funds raised by the Committee. This includes small play resources such as paint, paper, books and larger items such as outdoor toys, tables and chairs and even annual trips. At present, items such as an awning for the outside play area and an oven for the kitchen are all Committee fundraising targets.

### How can I help?

New members are always welcome on the Committee, but we also need helpers who may only be able to spare a few hours to help with an event, or who have an idea to share. Everyone is very welcome: Mums, Dads, Carers and Grandparents. There are many jobs, big and small and all help is greatly appreciated. Helping to fundraise will help your children get more out of the Preschool, as all the funds raised are for their benefit.

### How much time would I have to commit?

As much or as little as you can spare! As well as new Committee members we welcome any help from parent helpers, even an hour or two to help with an event

### How do we fundraise?

At the meetings the Committee discuss ideas for new fundraising activities, how to make the best of existing activities, who will run the activities and whether there is any grant funding we can obtain for the Preschool.

### How do we run the activities?

Members of the Committee work in small groups of 2 or 3 to run an event; often using information compiled by those who have run the event before. All the Committee are available to help and new members team up with 'old hands' to make sure they have all the help they need.

### Who is on the Committee?

Justine Yaxley-Smith	Chair & Trustee
Sarah Reilly	Vice Chair & Trustee
Natalie Bailey	Secretary & Trustee
Cassandra Knight	Treasurer & Trustee
Maxine Saunders	Trustee
Sam Pearson	
Tracy Lambeth	
Sarah Humphrey	
Charlene Norman	
Ruth Havis	

### Trustees

5 of the Committee members also act as Trustees who are responsible for the business side of the Preschool. Buttsbury Preschool is a limited company and the trustees are responsible for matters such as finance, staffing, charity requirements, policies and processes.

### Anything else?

A Committee member produces the newsletter, with information supplied by the Preschool, other Committee members and items discussed at Committee meetings.

### More information

More information can be found on the website: [www.buttsburypreschool.org.uk](http://www.buttsburypreschool.org.uk) by speaking to a member of the Committee, coming along to a meeting or by dropping us an email on [admin@buttsburypreschool.org.uk](mailto:admin@buttsburypreschool.org.uk)

We'd love to hear from you with any comments, suggestions, questions or feedback.