

Chesil Bank Pre-school



Registered Charity No 1028303

## The Chesil Bank Pre-School Constitution

The name of the group is to be called the 'Chesil Bank Pre-School'

### The aim(s) of the group:

To provide a happy, secure and stimulating environment in which the children can learn through play and other more structured activities, to help them grow in confidence, independence and social awareness.

To achieve these aims, the Pre-School will follow the Early Years Foundation Stage and be managed by a small number of Trustees, supported by a Management Committee and staff.

### The Charity has the following objectives and responsibilities:

The Pre-School is a Registered Charity and will be run on 'not-for-profit' principles, i.e. any surplus from income and expenditure balances will be available for re-investment in the Pre-School facilities, day-to-day operations and staff remuneration, at the direction of Trustees, and where appropriate, by agreement of the Management Committee.

To prudently manage the finances of the Pre-School, including developing fund-raising initiatives and to invite and receive contributions to support the running of the Pre-School.

To provide accommodation and equipment to enable the Pre-School to be run effectively and efficiently.

To recruit experienced and skilled staff and provide training for them where appropriate and to encourage and recruit volunteers to support these professionally qualified staff in the provision of child-care and associated facilities

To encourage and recruit parents and children to take part in the Pre-School and its associated activities including developing initiatives to increase the number of children attending Pre-School.

To reach out and co-operate with parents, the community, other charities, voluntary bodies, other local or national child-care organisations and statutory authorities, to exchange information, share knowledge, advice, and good practice.

To organise and make payments for staff and associated services and equipment needed to run the Pre-School.

To set fees payable in respect of children attending sessions run by the group and collect payments and to manage grant support from Dorset Council.

To set guidelines for enrolment and oversee the admission of children to sessions run by the group in line with published terms and conditions, including if appropriate, the requirements for parents or guardians to withdraw them.

To publish and regularly update policies and procedures to support the running of the Pre-School. and to comply with all necessary and appropriate legislation

### **Organisation and management of the Pre-School:**

The Pre-School will be overseen by Trustees, including a Chair, Treasurer, and Secretary, supported by a Management Committee. They will meet regularly to set direction and provide support for the Pre-School Manager and staff. Roles and responsibilities are shown separately.

The Trustees will be elected at the AGM, and for continuity, will serve for a minimum of two years. Volunteers for a Management Committee of up to six individuals will be accepted at each AGM, and ideally, should include at least two parents and/or grandparents of enrolled children. The Pre-School manager will also be a member of the Committee, along with the Administration Support Officer on an 'as required' basis.

If an elected Trustee or Committee Member of the Pre-School resigns before the AGM, their position may be filled by agreement of the Trustees, and that appointment confirmed at the next AGM.

As and when required, the Trustees may also appoint up to three co-opted members onto the Committee, i.e. people with particular expertise, for a specific purpose and specific timeframe (such as for a fund raising initiative), but this will be subject to there being no objections by other Committee Members.

Appropriately qualified professional staff will be recruited to manage Pre-School activity, led by a Manager who will be responsible for day-to-day activities of the Pre-School. Roles and responsibilities are shown separately.

Additional staff, including community volunteers, can be recruited to provide classroom assistance and support for the Pre-School Manager, including administrative support. Roles and responsibilities are shown separately.

Staff and volunteer training and development will be undertaken, with advice from the Pre-School Manager and the Trustees.

All Trustees, staff and volunteers involved with Pre-School activities will be required to meet safeguarding standards, e.g. DBS checks etc., and be aware of the standards relating to their roles and responsibilities and compliance with their relative contracts of employment.

The Trustees will meet at least quarterly, followed by a Management Committee meeting within two weeks, and a standard Agenda will be used. The Secretary will produce and distribute the meeting Agendas, keep a record of all meetings and action points and circulate as required.

## Decision Making:

The Trustees have ultimate responsibility for the effective running of the Charity in line with the Charity Commission's guidelines and for deciding how it will meet its aims and objectives.

It will meet on a regular basis to agree policy, set direction, and oversee the effective operation of the Pre-School, including staff recruitment and the setting of their pay and remuneration.

A minimum of three Trustees is seen as essential for effective oversight of the Pre-School; these will be a Chair, Treasurer and Secretary. Each will have an equal vote when required or appropriate, and where circumstances arise, the Chair's decision is final.

The Trustees are supported by a Management Committee, which will meet on a regular basis and consider issues and proposals that effect the Pre-School raised by the Trustees, the Committee, or parents of enrolled children; each member of the Committee has an equal vote when required, and where circumstances arise, the Chair's decision is final.

## Financial Arrangements:

The financial year will run from August 1<sup>st</sup> to July 31<sup>st</sup> to align with the school academic year. Once a year the accounts will be audited or reviewed by an independent examiner.

The Treasurer shall be responsible for keeping proper accounts of all income and expenditure and other relevant monies, supported by the Administration Support Officer.

Payments can be authorised by the Treasurer and made to any member of the Pre-School Committee for services rendered and for reasonable and proper out of pocket expenses, which will require receipts.

The organisation is a Registered Charity and the Treasurer shall comply with their obligations under the Charities Act 1993 with regard to the preparation of all Annual Reports and Annual Returns and its transmission to the Commissioners.

The Treasurer will work with the Administration Support Officer to develop regular reports as required by the Trustees and Management Committee.

A current bank account for day-to-day transactions will be set up and managed by the Administration Support Officer; any reserves will be held in a separate deposit account. Both accounts will be overseen by the Treasurer.

Electronic banking will be utilised as much as practicably possible for payments and receipts to keep costs down. Bank Statements will be made available to the Secretary or Chair by the Treasurer independently of E-banking for audit purposes. A cheque book will be used where appropriate, and payments will require two signatures.

### Enrolment of Children to the Pre-School:

The guidelines for enrolment of children are described in a separate document.

Enrolment is at the discretion of the Pre-School Manager, subject to the prevailing financial and staffing arrangements.

The Pre-School will be open to children from ages 2yrs to 5yrs in the Dorset Council area.

It is currently not intended to offer childcare services at the Pre-School to babies and children below the age of two for staffing ratio reasons.

It is currently not intended to offer 'after school' childcare services at the Pre-School for staffing ratio reasons.

## Annual General Meeting (AGM):

An Annual General Meeting shall be held ideally in September each year, or by no later than December each year, at which the Annual Report will be presented by the Chair.

The Treasurer will submit a statement of accounts for the latest financial year, a forecast for the next financial year and a report of key financial issues.

A quorum for an AGM will be two Trustees and three members of the Management Committee.

The Secretary will give 21 days notice of the AGM to all members. This includes the Trustees, the Committee Members, and parents of enrolled children. All members shall be entitled to attend and vote at the meeting, subject to voting rights.

The business of an AGM will have an Agenda, and shall include discussions on Trustees reports, any updates to key documents, confirmation of the Management Committee members for the coming year, and bi-annually for the Trustees.

Nominations for election to the Pre-School Management Committee can be made by members of the community or parents of enrolled children, preferably prior to the meeting in writing to the Secretary, or at the meeting itself.

## A Special General Meeting (SGM):

A Special General Meeting may be called at any time at the request of the Management Committee if more than 50% of the members request such a meeting.

At least fourteen days notice must be given and the notice must state the business to be discussed.

The quorum for a SGM shall be four members present, including at least one Trustee, and minutes of the meeting must be taken and agreed and published at the earliest opportunity.

A special Trustees meeting will be held following a SGM to discuss its conclusions and take appropriate action within a reasonable timescale.

## Disqualification and Removal of Trustees or Members of the Pre-School Management Committee:

A member of the Trustees or Pre-school Management Committee shall cease to hold office if they:

Have a change in personal circumstances that unduly affects their DBS certification.

Do not attend more than two of any of the scheduled meetings held within a year - meaning that the Trustees will then resolve that their office be vacated and a suitable replacement be found.

Resign their office by notice to the Trustees.

Engages in misconduct, which results in bringing the organisation into disrepute.

## Declaration of Interests:

All Trustees and members of the Management Committee must make a declaration of interests annually, either at the AGM or at a reasonably appropriate time to the Secretary. These may include, for example, that they have a child or grandchild enrolled at the Pre-School.

## Changes to the constitution:

The constitution will be ratified at each AGM under the Chair's Agenda item.

The constitution may be also amended at any regular meeting by a simple majority of five members present, subject to agreement by the Chair, and provided such amendments have been circulated to all members for consideration at least 14 days beforehand. No alteration shall be made which would cause the organisation to cease to be a Charity in law.

## Dissolution of the 'Group':

The group may at any time be dissolved by a resolution passed by two thirds majority at an AGM or Special General Meeting, provided that at least 14 clear days notice stating this intention has been sent to all members.

All monies and any resources remaining having satisfied all debts and liabilities, shall be given or transferred to a group with similar charitable aims, as the members of the group determine.