



## **MIDDLE BARTON PRE-SCHOOL**



**29 CHURCH LANE  
MIDDLE BARTON  
CHIPPING NORTON  
OXFORDSHIRE  
OX7 7BX  
Telephone 01869 347968**





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**Tel (01869) 347968**

**INFORMATION FOR PARENTS**

**CURRICULUM  
AND PRE-SCHOOL CONSTITUTION**



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## Middle Barton Pre-school

Middle Barton Pre-school provides high quality Pre-school education for 2½ to 5 year olds.

- The Pre-school offers flexible morning and afternoon sessions which may include lunch if required.
- A stable group of very experienced staff provide a high ratio of adults to children, giving all children generous care and attention.
- The Pre-school is regulated and inspected regularly by OFSTED. The 2009 inspection report awarded the Pre-school good in all areas apart from one in which we were outstanding.
- Middle Barton Pre-school is a member of the national organisation, the Pre-school Learning Alliance.
- The Pre-school has strong links with the local community and works closely with the neighbouring primary school (Middle Barton Primary School).

## Aims

The aims of Middle Barton Pre-school are in line with those of all Pre-schools who belong to the Pre-school Learning Alliance. Our main aim is to enhance the development and education of children under statutory school age through encouraging parents and guardians to understand and provide for their children's needs by becoming members of the community Pre-school:

- a. Middle Barton Pre-school offers appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in its activities, ensuring that it offers opportunities for all children, regardless of race, colour, religion or means.
- b. Middle Barton Pre-school aims to encourage the study of the needs of such children and their families and to promote public interest in and recognition of such needs in local areas.
- c. Middle Barton Pre-school will continue to adhere to and further where possible the aims of the Pre-school Learning Alliance.

## Timetable

Sessions at Middle Barton Pre-school are as follows:

From the age of 2½-3, children usually attend 2 sessions per week. From the term after their third birthday until they leave for primary school they can attend up to 15 hours per week. The exact sessions that your child will attend will be agreed with the staff and with the member of the Pre-school Committee responsible for admissions.

Day	Morning	Afternoon
Monday	9.00 – 12.00	12.00 – 3.00
Tuesday	9.00 – 12.00	12.00 – 3.00
Wednesday	9.00 – 12.00	12.00 – 3.00
Thursday	9.00 – 12.00	12.00 – 3.00
Friday	9.00 – 12.00	12.00 – 3.00

Children are offered a place at primary school from the September of the school year in which they are 5. If you decide to defer entry until the Spring or the Summer term you are entitled to claim up to 25 hours per week at Pre-school.

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## Typical structure of a Pre-school session

Examples of activities that may be available during sessions include:

- Painting and drawing, tracing, rubbings
- Cutting, sticking, making collages from different materials
- Craft activities connected with the current theme
- Home corner
- Role play, usually connected with the theme being explored: a shop, doctor's clinic, hairdresser etc. or acting out well-known stories or nursery rhymes
- Construction toys such as Duplo, Lego, Mobilo, Stickle bricks etc.
- Playdough, sand and water play
- Technology toys and computer
- Simple board games
- Toys such as castles, farms, dolls houses, garages, railways
- Worksheets to develop particular skills such as counting, pattern recognition or pencil control
- Jigsaws and other fitting toys
- Books and stories/story tapes
- Music: singing, musical instruments, movement to music



Whenever weather permits, the children play outside every day. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The Pre-school garden has extensive new play equipment over a soft surface, and a play house. A wide range of toys, activities and experiences are made available outside.

This outline structure will vary from day to day to accommodate playing outside for longer in the summer, visitors, visits to the primary school etc. It is also adapted by the staff to fit the needs of slightly older or younger groups of children.

### Snacks

Milk and snack time each day is a social time at which children and adults eat together. Snacks and drinks (milk or water) are provided by Pre-school and are planned so that they provide the children with healthy and nutritious food. Birthdays and festivals are usually celebrated at this time.



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## Lunch

**Children may bring a packed lunch to Pre-school which is used as a learning and social opportunity.**

### Examples of materials and activities available during sessions

The Pre-school organises its sessions so that the children can choose from, and work at, a range of activities. In doing so, it:

- provides children with opportunities to learn and help them to value learning.
- builds up their ability to select a task and work through it to its completion.
- helps children to gain from being part of a group

The children are also helped and encouraged to take part in adult-led small and large group activities that introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

The programme for each term covers a number of themes – for example “People who help us”, “Spring”, “Where we live” or “Fairy stories” and craft activities, stories, displays and other materials will be linked to these themes. Throughout the year various festivals and events are celebrated. All parents and carers receive a newsletter showing the themes for each term.

## Curriculum

Children start to learn about the world around them from the moment they are born. Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think.

The care and education offered by Middle Barton Pre-school helps children to continue to learn and develop by providing all of the children with interesting activities that are right for their age and stage of development. These activities are planned in detail by the staff over the short and medium term in order to deliver the curriculum for the Early Years Foundation stage of education. This curriculum is set out in a document published by the Qualifications and Curriculum Authority and the Department for Education and Skills, and called “The Early Years Foundation Stage (EYFS)”.

When putting principles into practice we are guided by the following 4 themes:

- A unique child
- Positive relationships
- Enabling environments
- Learning and development

The guidance divides children's learning and development into six areas:

- Personal, social and emotional development.
- Communication, language and literacy development.
- Problem solving, reasoning and numeracy.
- Knowledge and understanding of the world.
- Physical development.
- Creative development.



For each area, the guidance sets out early learning goals. These goals state what children are expected to achieve by the end of the foundation stage. Further details are given in Appendix 1.

For each early learning goal, the guidance sets out stages of development from 0-5 years.

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If you are interested in the short and long term plans for materials and activities being used in the Pre-school, please ask a member of staff.

### Records of achievement

The Pre-school keeps a record of achievement for each child. Staff update this record on a regular basis. Your child's record of achievement helps us to celebrate their achievements and to work together to provide what your child needs for their well-being and to make progress. Each half term, every child is given individual targets and is closely observed by a particular member of staff to ensure a continuous progression.

Once your child is 3, you will be invited to a parents' evening twice a year in June and November to discuss their progress, and to look at their record of achievement and individual targets. The staff welcome your interest in your child's time at Pre-school, and are always available after sessions to discuss your child's needs, activities, interests and progress and to address any concerns you may have.

### Pre-school Staff

The Pre-school is fortunate to have long serving and very experienced staff.



Linda and Emma  
by Hugo

#### **Mrs Linda Horwood-Smith: Pre-school Supervisor**

Linda became the Pre-school Supervisor in 1996 after many years involvement with the Pre-school, from being a parent, a member of the committee and as a Pre-school assistant.

Qualifications: Pre-school Play groups Association (PPA) Foundation. NVQ Level 3 in Childcare and Education.

#### **Mrs Gill Chisnall: Pre-school Assistant**

Gill has worked at Pre-school since 1997. Her own children attended the Pre-school, she was a member of the Pre-school Committee as a parent and she has worked with children in several capacities. She is a qualified Physiotherapist and a Sunday School Teacher.

Qualifications: Diploma in Pre-school Practice.

#### **Mrs Karen McPhillips: Pre-school Assistant and Deputy Supervisor**

Karen became a Pre-school assistant in 1995 after many years working as an art teacher in secondary schools. Her own children have already enjoyed their time at Pre-school. She now has particular responsibility for preparing the children for school.

Qualifications: B.A.(Hons) Fine Art. Postgraduate Certificate in Education.



Gill by  
Hazel



Karen by  
Jasmine

#### **Mrs Emma Fraser**

Emma has worked at Pre-School since 2008. Her three children have attended the Pre-School and she has been a member of the Pre-School committee. She has previously worked as a supervisor in a private nursery and as a childminder.

Qualifications:- BTEC National Diploma in Nursery Nursing (Care and Services).

As well as gaining qualifications in early years care and education, all the Pre-school staff take part in further training to help them to keep up-to-date with the latest thinking and developments. All are qualified in First Aid.

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## Fees

From the age of 2½ until the term after your child's third birthday, they will normally attend two sessions per week. You will be charged a fee for each session.

From the term after your child's third birthday until they move to primary school, your child is eligible for government funding for up to 15 hours per week so you will not normally be required to pay fees. However, if you are already using government funding in a different setting, for example at a day nursery that your child also attends, you will need to pay fees for unfunded sessions.

If you are paying Pre-school fees, these are payable on a termly basis and the date by which they must be paid is indicated on the bill. There is no reduction in fees for missed sessions, for example for family holidays, appointments, illness etc, as the Pre-school's running expenses remain the same. There will be a reduction for families who pay fees for two or more children. Non-payment of fees will result in the child losing their place at Pre-school until the bill has been paid. In cases of genuine financial hardship, special arrangements can be made: please speak to the Pre-school supervisor in the first instance.

A month's notice in writing is required if your child no longer requires a place in Pre-school.

## Dropping off and picking up your child at Pre-school

Please do not leave your children at Pre-school before or after the stated times of sessions as we cannot legally be held responsible for them. Equally, Pre-school cannot be held responsible for any accidents that occur to children before or after a session whilst playing in the Pre-school grounds.

The door will be locked at 9.15 and 12.15 for safety reasons, please use the bell if arriving after this time.

Please be prompt when collecting your child as late collection causes unnecessary distress to the child and inconvenience to the staff. Should any person other than yourself be collecting your child from Pre-school please ensure that details are entered into the book, which is situated in the lobby.

Please note:

- There must be no smoking inside the building
- Dogs should not be brought into the fenced perimeter.
- Please respect the 'No Parking' area outside the Pre-school entrance.
- Please close and secure the garden gate when you enter and when you leave.

## Health

Please inform us if your child has any special dietary needs or allergies, or if they need to carry medication such as an inhaler, so that we can ensure that their needs are met.

Young children tend to suffer regularly from coughs, colds and other bugs. If your child is unwell, even if they would like to attend Pre-school, please keep them away until they are really better. Pre-school is not the best place for an ill child, and it is not fair to the child, the other children or the staff to send them to Pre-school when they are unwell.

If your child has vomiting, diarrhoea or both, you MUST keep the child away for 48 hours from the last bout before they return.

If your child is suffering from or has been in contact with any infectious disease or other illness then Department of Health regulations state that they must not attend Pre-school. Please let us know, so that we can warn other parents or guardians.

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## Clothes

Your child will need appropriate named clothing for both indoor and outdoor activities each day, as we try to play outside at every session if at all possible. Sensible shoes (not flip flops) should be worn.

Winter	Summer
Coat Hat Gloves Wellington boots if required (held together with a peg)	Hat High protection sun cream (applied before leaving home)

All clothing should be easy to manage. Pre-school encourages children to gain the skills to be independent and look after themselves. These include taking themselves to the toilet and putting on & taking off outdoor clothes. Children will find this much easier if clothes, shoes etc. are easy to put on, take off and fasten.

The Pre-school provides protective clothing for the children when they play with messy activities, and a certain amount of spare clothing in case of accidents.



Sweatshirts and T-shirts with the Pre-school logo are available to purchase if you wish, both new and second hand. The contact details for the Committee member responsible and the price list are available in the lobby.

## How you can get involved with the Pre-school

Middle Barton Pre-school is a charity run by a committee of members. All parents/guardians of children attending Pre-school are members of Pre-school. There are a variety of ways in which members of Pre-school take part in making Pre-school a welcoming and stimulating place both for children and for their parents and carers.

### The Rota

One of the first ways in which you as a new parent/carer at Pre-school will get involved is through the rota system. This involves the parents, grandparents or carer of each child helping in the group on a regular basis. This helps to maintain the high ratio of adults to children in our Pre-school, guaranteeing individual care and attention for each child. It also gives parents the opportunity to take an active part in the group, to see what happens there and to talk about it afterwards with their child. We always welcome any ideas and specialist help from parents, and are particularly glad to see dads or grandparents who would like to take rota turns. You will not be expected to help at pre-school during the first few weeks while your child is settling in.

### Fundraising

In order to keep the fees low, to ensure that toys and equipment are constantly kept up to date and to invest in new items such as the outdoor play equipment, Pre-school holds regular fundraising events. The two main events each year are the Christmas Bazaar and the May Day Fair, and there are often smaller fundraisers as well.

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We welcome any help you can offer for such events, whether by providing items for tombolas, baking cakes, collecting sponsorship or selling raffle tickets. We are also always on the look out for volunteers to decorate or man stalls, organise publicity or any of the hundred and one activities that make such events a success. This is a really good way to genuinely contribute to Pre-school without having to give up a great deal of your time, so we hope that you will want to get involved. Please contact the members of the Committee with responsibility for fundraising if you'd like to volunteer.

### **Annual General Meeting**

The Annual General Meeting is held in June each year. It is open to the parents/guardians of all of the children who attend the Pre-school and is your forum for looking back over the previous year and shaping the coming year's activities. We would very much encourage you to attend.

### **Pre-school Committee**

A parent management committee - whose members are elected by the parents of the children who currently attend the Pre-school - manages the Pre-school. The elections take place at the Pre-school's Annual General Meeting.

The Pre-school Committee has wide-ranging responsibilities, from managing the Pre-school's finances and employing and managing the staff to organising fundraising events. Without a committee, for legal and practical reasons the Pre-school cannot function.

You can get involved in the Committee in a number of ways, depending on the skills you would like to offer and the time you have available. For example, tasks carried out by the Committee include:

- Organising admissions and managing the waiting list.
- Taking minutes of meetings and writing correspondence when necessary.
- Managing the Pre-school finances.
- Chairing meetings and ensuring that statutory requirements e.g. from OFSTED are met.
- Organising fundraising events.
- Helping to raise funds.
- Selling Pre-school sweatshirts and T-shirts.
- Organising publicity, for example in local newsletters.

A list of current Committee members and their responsibilities is displayed in the foyer. Please contact the appropriate member at any time if you have any questions or concerns.

**We look forward to welcoming you and your child to  
Middle Barton Pre-school!**

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## Appendix 1 Curriculum for the Foundation Stage

This curriculum is set out in a document published by the Qualifications and Curriculum Authority and the Department for Education and Skills, and called “The E.Y.F.S.”

Personal, social and emotional development

This area of children's development covers:

- having a positive approach to learning and finding out about the world around them;
- having confidence in themselves and their ability to do things, and valuing their own achievements;
- being able to get on, work and make friendships with other people, both children and adults;
- becoming aware of - and being able to keep to - the rules which we all need to help us to look after ourselves, other people and our environment;
- being able to dress and undress themselves, and look after their personal hygiene needs; and
- being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.



### Communication, language and literacy

This area of children's development covers:

- being able to use conversation with one other person, in small groups and in large groups to talk with and listen to others;
- adding to their vocabulary by learning the meaning of - and being able to use - new words;
- being able to use words to describe their experiences;
- getting to know the sounds and letters which make up the words we use;
- listening to - and talking about - stories;
- knowing how to handle books and that they can be a source of stories and information;
- knowing the purposes for which we use writing; and
- making their own attempts at writing.



### Problem Solving, Reasoning and Numeracy

This area of children's development covers:

- building up ideas about how many, how much, how far and how big;
- building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- starting to understand that numbers help us to answer questions about how many, how much, how far and how big;
- building up ideas about how to use counting to find out how many; and
- being introduced to finding the result of adding more or taking away from the amount we already have.

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## Knowledge and understanding of the world

This area of children's development covers:

- finding out about the natural world and how it works;
- finding out about the made world and how it works;
- learning how to choose - and use - the right tool for a task;
- learning about computers, how to use them and what they can help us to do;
- starting to put together ideas about past and present and the links between them;
- beginning to learn about their locality and its special features; and
- learning about their own and other cultures.



## Physical development

This area of children's development covers:

- gaining control over the large movements which we can make with our arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- gaining control over the small movements we can make with our arms, wrists and hands, so that they can pick up and use objects, tools and materials; and
- learning about the importance of - and how to look after - their bodies.



## Creative development

This area of children's development covers:

- using paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; and
- becoming interested in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

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## **Appendix 2**

### **Policies and Procedures 2009-2010**

Copies of the Pre-school's policies are available in the foyer. They include:

#### **SAFEGUARDING CHILDREN**

- Children's rights and entitlements
- Safeguarding children and child protection
- Looked after children
- Confidentiality and client access to records
- Information sharing
- Uncollected child
- Missing child
- Supervision of children on outings and visits
- Maintaining children's safety and security on premises
- Safety at Middle Barton Pre-school
- Making a complaint
- Valuing diversity and promoting equality
- Supporting children with special educational needs
- Achieving positive behaviour
- Animals in the setting
- Administering medicines
- Managing children with allergies, or who are sick or infectious
- Nappy changing/personal care
- Food and drink
- First aid
- Equipment and resources

#### **EMPLOYMENT**

- Employment and staffing
- Induction of staff, volunteers and managers
- Student placements

#### **HEALTH AND SAFETY**

- Risk assessment
- Health and safety general standards
- Safety and emergency evacuation
- Recording and reporting of accidents and incidents

#### **ADMISSIONS**

- Admissions
- The role of the key person in settling-in
- Parental involvement
- Working in partnership with other agencies

#### **RECORD KEEPING**

- Children's records
- Provider records

All policies are in line with OFSTED requirements. The Pre-school's policies help us to make sure that the service provided by the Pre-school is a high quality one and that being a member of the Pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the Pre-school work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the Pre-school to provide a quality service for its members and the local community.

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## Appendix 3

### Middle Barton Pre-School Constitution

(Following the model of the Pre-School Learning Alliance Pre-School Constitution 2008. Pre-school Learning Alliance Membership No 28914)

#### 1.0 Name

The name of the Pre-school is "Middle Barton Pre-School" and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

#### 2.0 Aims

2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

#### 3.0 Powers

3.1 To further its aims the Pre-school has the following powers:

- (a) to provide accommodation and equipment;
- (b) to raise money to pay for the Pre-schools activities;
- (c) to make such payments as shall be necessary;
- (d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;
- (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
- (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
- (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
- (h) to hire or acquire assets of any kind;
- (i) to buy, lease or rent any land or buildings and to maintain and equip ft for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-schools property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;
- (k) to set aside funds for special purposes or as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-School provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal

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- prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
  - (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
  - (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

#### 4.0 Membership

##### 4.1 Membership of the Pre-school is divided into two kinds:

- (a) **Family Membership**  
Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.
- (b) **Affiliate Membership**  
Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of Members of the Pre-school.

##### 4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;
- (c) fails to pay their membership subscription (if any) within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;
- (d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution of the Committee on the grounds that the Member has acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to terminate the membership of a Member the Committee will give the Member written notice of the misconduct or failure alleged to have occurred and will give the Member not less than 14 days in which to submit their answer in writing. The Committee will have regard to the Member's written response in deciding whether or not to terminate membership. The Committee shall have the final decision on whether or not to terminate the membership.

##### 4.3 Membership of the Pre-school is not transferable.

#### 5.0 The Committee

##### 5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-schools management committee ("the Committee\*"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.

##### 5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers"); and
- (b) not less than 2 nor more than 9 other elected Members; and
- (c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any one time.

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- 5.3 Not Less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the local Branch Executive Committee of the Pre-school Learning Alliance.
- 5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.
- 5.5 (a) The Officers and Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
- (b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.
- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Member appointed by the Committee.
- 5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.
- 5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.
- 5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:
- (a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;
- (b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;
- (c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and
- (d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.
- 5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.
- 5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates from amongst those having notified their willingness to stand who receive the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total.

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- 5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.
- 5.12 The term of office of any Committee member will automatically cease:
- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
  - (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
  - (c) if they are incapable whether mentally or physically of managing his or her own affairs;
  - (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);
  - (e) if they are removed by a resolution passed by a majority of the members of the Committee.
- 6.0 Proceedings of the Committee
- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.
- 7.0 General Meetings
- 7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling for The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
- (a) receive the accounts of the Pre-school for the previous financial year;
  - (b) receive an annual report from the Committee;
  - (c) elect the new members of the Committee;
  - (d) transact any other business properly put to the meeting.
- 7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:
- (a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.
  - (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.
- 7.4 The quorum for a General Meeting shall be 10% of the members or 5 members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.
- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.

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- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11 or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission,
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.
- 8.0 Property
- 8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as custodian trustees of the property on behalf of the Pre-school. These custodian trustees may be members of the Committee, Members of the Pre-school or any other persons which the Committee may appoint. A custodian trustee need not be a Member of the Pre-school. The custodian trustees are not charity trustees and appointment as a custodian trustee will not of itself make a custodian trustee either a Committee member or Member of the Pre-school. Where custodian trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.
- 8.2 Custodian trustees will hold office until:
- (a) death; or
  - (b) retirement with the consent of the remaining custodian trustees; or
  - (c) removal by a resolution of the Committee; or
  - (d) removal by operation of the law
- but no retirement or removal shall be effective unless there will be at least two remaining custodian trustees.
- 8.3 In the absence of fraud or wilful default the custodian trustees are entitled to be indemnified out of the Pre-schools assets against any risks or expenses incurred by them in the exercise of their duty as custodian trustees for the Pre-school.
- 8.4 The Committee may convene a meeting with the custodian trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the custodian trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the custodian trustees for the Pre-school and its management.
- 9.0 Finance and Accounts
- 9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:
- (a) annual reports;
  - (b) annual returns; and
  - (c) annual statements of account
- 9.2 The accounting records shall, in particular, contain:-
- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
  - (b) a record of the assets held and any monies owed by the Pre-school.
- 9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.

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- 9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.
- 9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.
- 9.6 Cheques and orders for payment of money from these accounts shall require to be signed by two designated persons, one of whom shall be an Officer unless the Committee shall decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.
- 10.0 Minutes
- 10.1 The Committee will keep minutes of all proceedings at meetings of the Pre-school and of the Committee.
- 11.0 Dissolution
- 11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.
- 11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.
- 11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum
- 11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:
- (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
  - (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.
- 12.0 Indemnity
- 12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.



Our pre-school is committed to providing equality of opportunity and anti-discriminatory practice for all children and families