



Crossways site (registered office):
Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ
01454 867283
crossways@firststeppreschool.co.uk
www.firststeppreschool.co.uk

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Constitution

1.0 Name

1.1 The name of the Pre-school shall be First Step Pre-school Ltd hereafter referred as “The Pre-school”. The Pre-school is a body in membership of the Pre-School Learning Alliance hereafter referred as PSLA.

2.0 Aims

2.1 The aims of the Pre-school are to develop knowledge, understanding and curiosity of their environment for children aged 2 years to 4 years and 11 months. Therefore, we will provide: -

- a) An environment which is full of curiosity within a secure setting.
- b) To adhere to and follow both the aims and objectives of Ofsted and the EYFS.
- c) We will provide flexible sessions offering 2 year old funding, 30hr funding and NEG.
- d) We will employ qualified staff who have a good knowledge of children’s development.
- e) Supporting children to be school ready for transition.

3.0 Powers

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

- a) Hire Premises, lease or rent land, provide equipment and engage staff.
- b) Fix and collect fees payable in respect of children attending pre-school.
- c) Raise money to pay for Pre-School activities.
- d) Make such payments as shall be necessary.
- e) Do such other things as may benefit Pre-School, provided they are charitable by law.
- f) Become a member of the PSLA maintain and pay for membership and could send an accredited representative to vote at any meetings of PSLA.
- g) Allocate places in accordance with our Admissions policy.
- h) Treat all children and their families in accordance to our equal opportunity policy.
- i) The Pre-School believes that offensive language and aggressive behaviour is unacceptable and it will be discouraged.



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- j) To sell lease or otherwise dispose of all or 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 reserves against future expenditure.
- l) To provide insurance and liability cover across the Pre-school settings and service users as required.

4.0 Policies

- 4.1 All policies will be updated regularly in accordance with the Early Years Foundation Stage guidelines.
- 4.2 These policies are readily available to both staff and parents in paper copies, as well as published on our website.

5.0 The Committee

5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school management committee hereafter referred to as the committee. As well as being responsible for the management of the Pre-school the committee are also trustees of the Pre-school.

5.2 The minimum number shall be 4 with no maximum. The committee shall consist of:

- a) a Chair, a Treasurer, a Secretary (the officers) and
- b) not less than 1 more other elected member; and

5.3 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 shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member, until the next AGM

5.4

(a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election.

(b) 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 person appointed by the Committee at a meeting, which requires a vote.



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5.5 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.

5.6 A quorum for Committee meetings is not less than 4 committee members, including any two of the Officers.

5.7 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.

5.8 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members. Candidates will need to notify their willingness to stand on the Committee to the Secretary, each member must be voted for, and be proposed and seconded by two further persons at the time of the Annual General Meeting.

5.9 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 from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.



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6.0 Proceedings of the Committee

6.1 The Committee shall hold termly meetings throughout the academic school year.

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.

6.3 A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict of interest may arise between his or her duty to act solely in the interest of the Pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee member may have in the matter under consideration and take no part in any vote on the matter.

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 it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide.

7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee would chair the meeting on their behalf.

7.3 To be discussed at each Annual General Meeting is:

- (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;

7.3 A committee meeting may be called at any time at the request of the Committee:

- (a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and Committee Meetings, with a list of items to be discussed, to all Members.

7.4 The quorum for a General Meeting shall be at least 4 Members. If fewer attend, a new meeting must be called at a time and place determined by the Committee.



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7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any of its users.

7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour. Amendments to the constitution are to be made by committee members and signed off at the Annual General Meeting.

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 holding trustees of the property on behalf of the Pre-school.

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.

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.



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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 normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may 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.

9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy.

10.0 Minutes

10.1 The Committee will keep signed minutes of all proceeding at all meeting of the Pre-school and of the committee for 7 years.

- a) the names of everyone present at the meeting;
- b) the decisions made at the meetings;
- c) where appropriate, the reasons for and any actions arising from the decisions; and
- d) any other material details regarding the meeting.

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 a meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

11.2 If the meeting referred to in 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 11.3.

11.3 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:



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(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 Preschool 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.

This constitution was approved by the members of First Step Pre School

at a General meeting held on _____

Signed (Chair) _____

Signed (Secretary) _____