

Greenbank Pre School

Constitution



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923
Charity No SCO11325

Constitution

Structure of the management Group

In order to provide the staff with continuous support as the parent group changes year on year it would seem wise to put in a structure in which the congregation played an increased role. This is especially important now that the entire enterprise has grown and has become more complex and also is functioning against a background of increasing regulatory demands. The staff work very hard with the children and so it would seem appropriate to free them up to do so without such a burden of administration.

The present 2 tier system would be replaced by a single tier on comprising of the Honorary chair-(the minister) and 8 other people

The church would provide 4 office-bearers who would each serve 4 years one coming off each year so preserving the body of knowledge necessary for the smooth running of the Pre School. There would be 4 parent representatives each with a specific role who could serve for a minimum of 1 year but longer if they still had a child in Preschool.

1. Honorary Chair- The minister-
2. Chair; to chair the meetings; to support the staff in the fulfilment of all regulatory requirements from Care Commission, City of Edinburgh, and HMI e; to liaise with the church's child protection officer and health and safety officer to ensure the safety of the children, staff and parents; to oversee the recruitment of staff within the above regulations
3. Treasurer- to ensure that the organisation is financially stable , that appropriate monies are available for the purchase and maintenance of equipment, that the staff are regularly paid the appropriate salaries and benefits for the posts held; that fees and deposits are paid in full and on time; and that all bills are paid .
4. Secretary- to minute all meetings of the management committees and to follow up with any resultant letters or other communications; to work with the appropriate parent representative to manage the waiting list
5. Administrator -to maintain all promotional materials that are needed for the group e.g. handbook, leaflet, web page and to ensure that goods and services are procured at the best possible rates; to conduct annual self and user evaluations;
6. Parent representative (morning group) – To liaise with morning parents and to support the work of the preschool.

7. Parent representative (morning group) -. To liaise with morning parents and to help manage the waiting list.
8. Parent representative (afternoon group) - To liaise with afternoon parents and support the work of the preschool
9. Parent representative (afternoon group) - to liaise with afternoon parents and to help manage the waiting list

All staff and committee members will have a working knowledge of this policy.

Date of review

Name