

# 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 HMIe; 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**