

BRAYWOOD CE FIRST SCHOOL



Braywood Extra Constitution

'From tiny acorns, mighty oak trees grow, watered and nurtured by God.'

Braywood Extra is referred to by name in this Constitution. The organisation has an alliance with Braywood CE First School and is run by a committee of affiliated members.

Aims

The aims of the Braywood EXtra are to enhance the development and education of all children at Braywood:

- offering appropriate play, education and care facilities, family learning and extended hours groups, where opportunities for all children whatever their race, culture, religion, means or ability are available;
- reflecting on the needs of such children and their families and local communities
- investigating and adhering to and furthering the aims and objects of Braywood School.

See Extended School Policy

Powers

To further its aims the organisation has the following powers with support from the school:

- to provide accommodation and equipment;
- to raise money to pay for the activities;
- to make such payments as shall be necessary i.e. salary;
- to fix and collect the fees payable in respect of children attending groups run by the organisation;
- subject to adherence with all applicable legislation, to control the admission of children to the groups run by the organisation and if appropriate, require parents or guardians to withdraw them;
- to require members of Braywood Extra attend committee meetings to make essential decisions.
- to insure the property and assets of the school against any foreseeable risk
- to take out other insurance policies to protect the school as required to protect staff and charity trustees against any personal liability
- to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- to do any other lawful things which are necessary or desirable to enable Braywood EXtra to achieve its aims.

The Committee

The overall management and control of Braywood EXtra will rest with the individual members of the management committee. As well as being responsible for the management of the organisation, the Committee members are also the trustees of Braywood EXtra.

- ⎓ The minimum number of committee members shall be 5 and the maximum shall be 12. The Committee shall consist of:
 - a Chair, a Treasurer and a Secretary
 - not less than 2 nor more than 9 other members; and
 - the play leaders are invited to attend.
- ⎓ Not less than 60 per cent of the committee members, including co-opted members, shall at the time of co-option be Family Members.
- ⎓ All committee members will have decision to make each at committee meetings. In the event of a dispute the chair of the committee has overall decision making rights.
- ⎓ A representative, can be invited to attend any or all committee meetings in an advisory capacity.

Proceedings of the Committee

The committee shall hold at least 3 meetings but no more than 6 meetings each year unless the committee shall decide by simple majority to hold a further meeting or meetings. Every issue considered at committee meetings may be determined by a simple majority of 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.

Braywood EXtra shall in each financial year (March) present its annual report to the Governing body of Braywood First School together with two regular updates on financial and procedural matters.

At all meetings the members of the committee and governing body will receive:

- ⎓ the accounts for the previous financial year;
- ⎓ an agenda, minutes or report from the Committee;
- ⎓ responsibility as to the running of the organisation;

No amendments may be made to this constitution without the prior approval of Braywood CE First School and where any amendments are made they shall not take affect without the prior written consent of the RBWM. A copy of any resolution amending this Constitution must be sent to the RBWM within 21 days of it being passed.

Property

Braywood EXtra uses the Braywood CE First School building and equipment and as such are liable to the same rigour of policies as the school.

Finance and Accounts

The Committee will ensure that Braywood EXtra 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:

- ⎓ annual reports;
- ⎓ annual returns; and
- ⎓ annual statements of account.

The accounting records shall, in particular, contain:-

- ⎓ 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
- ⎓ a record of the assets held and any monies owed by the organisation.

At each main meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee. All accounting records relating to the organisation 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.

Braywood EXtra may open one or more bank accounts. All bank accounts will be in the name of the organisation. 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.

Minutes

The Committee will keep minutes of all proceedings at meetings of the Pre-school and of the Committee.

Dissolution

If the Committee resolves that the aims of the Braywood EXtra can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the club to consider the winding up and dissolution of the organisation.

If the Extraordinary General Meeting decides by a two thirds majority of the Members present and voting that the organisation should be wound up the Committee in consultation with the Early Years Team shall transfer all of the assets of Braywood EXtra subject to the satisfaction of all debts and liabilities.

Indemnity

Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the club 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 Braywood EXtra.

This constitution was approved by the members of Braywood EXtra at a meeting held on 10th May 2007 when the club was opened. This constitution is reviewed annually by the Headteacher.