



4-The Cornerstone Preschool Terms of Reference

1. Name

The name of the Pre-School is the Cornerstone Under 5s Pre-School and is referred to in this document as "The Pre-School." The Pre-School is a body in membership of the Early Years Alliance.

2. Mission Statement

Here at the Cornerstone Under 5s Pre-school we believe that every child needs to know God's love". The Cornerstone Under 5s Pre-school seeks to provide a safe, secure, happy and stimulating environment where children can grow spiritually, educationally, emotionally and socially. We seek to work with children and parents in a spirit of partnership to ensure each child has the opportunity to develop essential skills and abilities through a selection of play experiences within a healthy, enjoyable and safe atmosphere. This provides a firm foundation for each child starting education, so that they can become confident and proud of what they have achieved.

We strive for the best outcomes for the children through the Early Years Foundation Stage 2024 for children ages 0-5.

3. Aims

The aims of the pre-school are to enhance and develop the education of children primarily under statutory school age by:

- Offering appropriate play, education and care facilities, family learning and extended hours groups.
- Giving parents and carers the right 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.
- 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 area.
- Instigating, adhering to and furthering the aims and objectives of the Early Years Alliance.

4. General Governance

- CORNERSTONE UNDER 5s** Pre-School is a constituent part of **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEYTON ST CATHERINE AND ST PAUL** Registered Charity No 1137601 whose registered office is at 149 Canterbury Road Leyton London E10 6EH (hereinafter known as 'The Cornerstone') and run by a church and parents/carers management committee.
- Day to day running of the pre-school is delegated to the Management Committee within the terms of reference laid out in item 5
- Cornerstone Under 5s is legally responsible to the PCC of The Cornerstone and the PCC members serve as the pre-school's charity trustees.

5. Make up of Management Committee

- The minimum number of Committee members is 5 and the maximum will be 8.
- The chair of the committee will be a member of the PCC
- A minimum of two PCC members
- At least one family representative



- e. A maximum of three co-opted members
- f. A minimum of 1 church member.
- g. From these the following will be elected a Chair (who will be a Church member) Vice-chair, Treasurer and Secretary, they will be known as The Officers.
- h. The election of The Officers will occur at the first committee meeting after the AGM. Only members of the committee will be eligible to vote.
- i. The pre-school business manager & other pre-school staff can be co-opted onto the Committee but do not hold full voting rights.

6. Appointments to Management Committee

6.1 Appointments General

- a. Unless otherwise agreed by PCC the Incumbent of Cornerstone sits on the Committee and is by default the Chairperson
- b. The PCC will agree the additional PCC representation
- c. If more than 2 family representatives are willing to stand an election of the parent/carers body will be held.
- d. If more than 2 church representatives are willing to stand the outcome will be decided by a PCC vote.
- e. Committee members shall serve for one year term before standing for reappointment
- f. Co-opted members may join at any time on the invitation of the committee but shall retire at the next Annual General Meeting.
- g. In the event of a death or resignation of an elected committee member, the vacancy can be filled by calling a 'extraordinary' committee meeting.

6.2 Appointments of Pre-School Staff

A member who is a paid employee of the pre-school is able to be co-opted 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 their provision of services to the pre-school is considered by the Committee.

6.3 Terminating membership of the committee

The term of office of any Committee Member will automatically cease if:

- a. They are not re-elected or re-appointed at the Annual General Meeting.
- b. They are disqualified under the Charities Acts from acting as a charity trustee.
- c. They are incapable whether mentally or physically of managing their own affairs.
- d. They resign (but only if at least 5 other elected members of the committee will remain in office)
- e. 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 the pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the committee decides whether to remove the member, the committee will give the member written notice of



the misconduct or failure alleged to have occurred. The 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 terminate their membership.

7. Responsibilities/Powers of Management Committee

7.1 Meetings

- a. The committee shall meet a minimum of three times a year in addition to the Annual General Meeting
- b. All elected members have one vote which cannot be transferred to another person non-elected person.
- c. A quorum shall be not less than half the committee, including two of the Officers.
- d. 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 the members of the committee is as valid as a resolution passed at a meeting.
- e. A Committee member must absent themselves from any discussions of the Committee in which it is possible that there is a conflict of interest between their duty to act solely in the interests of the pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee may have in the matter under consideration and take no part in any vote on the matter.

7.2 Delegated Powers

To further the aims of the pre-school the committee has the following powers:

- a. To raise money to pay for the pre-school activities.
- b. To make such payments as shall be necessary.
- c. To purchase necessary equipment up to the cost of £1000
- d. To fix and collect the fees payable in respect of the children attending the 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 Early Years Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Early Years Alliance.
- g. To set aside funds for special purposes or as reserves against future expenditure.
- h. To maintain and pay for membership of the Early Years Alliance.
- i. 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.
- j. Indemnity insurance
- k. To recruit such staff members that is deemed necessary for the safe running of the pre-school up to the level of preschool leader
- l. To ensure that all policies and procedures are updated and adhered to.

7.3 Matters Needing PCC approval

- a. The appointment of pre-school manager
- b. The opening and closure of bank accounts
- c. Disciplinary matters relating to senior pre-school staff.
- d. Pay increases beyond inflation or Living Wage increases.

8. Annual General Meeting (AGM)



8.1 Frequency and timing of AGM

- a. The AGM takes place once a year
- b. The AGM will occur within the Autumn term
- c. The date shall be fixed at a full meeting of the Committee with PCC being informed of the date.

8.2 The proceedings of the AGM

- a. The AGM will be chaired by the appointed Chairperson, or the Vice-Chair in their absence
- b. The AGM will:
 - Receive the accounts of the pre-school for the previous financial year.
 - Receive an Annual Report from the Committee.
 - Elect the new members of the Committee according to the rules laid out in section 6.
 - Transact any other business properly put to the meeting.
- c. The Secretary or Chair shall send a note 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.
- d. Not less than two weeks before the date of the next Annual General Meeting of the pre-school at which the election of the 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.
- e. At the Annual General Meeting the prospective new elected members of the committee will be those candidates receiving the highest number of the votes from the members, up to a maximum of 8 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.
- f. The quorum for a General Meeting shall be 10% of the members, or five members whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee. If at the adjourned meeting a quorum is again not present 1 hour after the time appointed for the meeting then the members present shall constitute a quorum.

8.3 Extraordinary General Meetings

- a. 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:
- b. The Secretary or Chair shall send a note 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.
- c. If the Chair or Secretary does not call an Extraordinary General Meeting within two months of a proper request to do so, any member may call the meeting, by putting a notice by the main door of the pre-school and including details in the newsletter, at least two weeks before the meeting.

9. Membership

9.1 Membership is divided into the three following categories

- Family membership: Parents or guardians of all children who attend any group run by 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.
- Affiliate Membership: Affiliate membership is open to those individuals, organisation's or other bodies interested in supporting the aims of the pre-school. Affiliate members may join at any time with the agreement of the Committee. An affiliate member will be entitled to one vote at any General Meetings of Members of the Pre-School.



- Church membership: Church membership is open to members of the church appointed by the Parochial Church Council of St Catherine's and St Paul's, Leyton.

9.2 Membership of the pre-school will cease if the member concerned.

- a. Gives written notice of resignation to the pre-school as detailed in the parent contact.
- b. Dies or in the case of the organisation ceases to exist.
- c. Fails to pay their pre-school fees, in the case of Family members, 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. Withdraws their child, in the case of a Family member, this will take place at the end of the last term in which any child of the Family member attended any group run by the pre-school.
- e. Is removed from membership 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 the pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the committee decides whether to remove the member, the committee will give the member written notice of the misconduct or failure alleged to have occurred. The 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 terminate their membership.

9.3 Changes in membership

- a. Membership of the pre-school is not transferrable.
- b. Individual membership may change if the member's circumstances change during the year from a Family/Church member to an Affiliate member

The Terms of Reference was approved by the members of Cornerstone Under 5s Preschool

This policy was agreed at an Under 5s AGM meeting held on 17th November 2025.

(Date)

Signed on behalf of the preschool...

(Chair)