

ALAN MANCHIP

Electrical Contractors
Refrigeration & Air Conditioning

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Hunters Moon
Corewell
Holford
Bridgwater
TA5 1SE

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Our Ref: P/21236/JM/js
Your Ref:

4 November 2013

Greenfylde Pre School
Silver Street
Ilminster
TA19 0DS

For the attention of Mrs Helen Lancaster
By Email: info@sunnyilepreschool.co.uk

Dear Mrs Lancaster

Ref: Air Conditioning for the Pre School

Thank you for inviting us to price for the proposed air conditioning at the above site.

To supply and install **cooling plus heat pump** air conditioning systems as follows:

Office

To supply and install a 3.3kW Fujitsu wall mounted air conditioning unit. The indoor unit will be fitted in the agreed location as per our recent site meeting.

The external condenser unit will be mounted at high level on the wall. This will then reduce the costings for a protective cage as discussed.

Main Pre School Area

To supply and install a 10kW 4 way blow cassette to the centre of the classroom. This will be surface mounted under the ceiling and enclosed within a white PVC boring and trunking system.

The pipe work will be externally mounted in PVC trunking and routed under the Elliott hut to the condenser. Location as discussed at our recent site meeting. Due to the location of the external condenser we will not require a protective cage.

The condenser is to be connected via the correct pipe work which will be insulated.

We will require 240 volt single phase mains supply.

As we are **NICEIC approved electrical contractors**, we will supply and install the inter-connecting cables and mains electrical supply as required.

The condensate will drain to the outside by gravity flow and pump as required.

This system is designed to run at a temperature of 16-30 °C and will cut in and out to maintain this temperature.

This system also has an **inverter compressor** for energy saving.

The temperature control provided by this **cooling/heating** system will give steady state conditions all year round ensuring the comfort of your clients and staff.

Price of Materials/Labour £5,700.00 plus VAT at 20% (valid for 28 days)

Please note any changes of equipment ordered and delivered to site or our premises must be notified to us within 5 days otherwise the client will be liable for the full cost of the equipment.

We may need to see your Asbestos Register before commencing work on site. If there is no Asbestos Register and/or we discover asbestos on site which we will need to disturb in order to do our electrical work, we will advise you accordingly. It will then become your legal responsibility to arrange the asbestos removal at your expense before we can commence work.

Please note that any instruction to alter work that has already been carried out will incur extra costs.

The above price assumes that no other faults are present or detected during the commissioning of the equipment.

All electrical work will be in accordance with the **17th Edition of the IEE Regulations and Code of Practice and to BS7671 as amended**. After testing the work described above, an **NICEIC Certificate** will be issued, if applicable.

All due care will be taken during the installation but any making good of fabric shall be the responsibility of the client.

The air conditioning appliance we supply will carry the manufacturer's **THREE YEAR** warranty for parts only, but not labour, provided it is properly serviced at regular intervals by us. This warranty does not include any auxiliary accessories such as condensate pumps.

The routine maintenance service is recommended every six months.

The price for labour assumes that the work will be done in normal working hours. Any work that the client may require to be done outside normal working hours will be charged accordingly and this will increase the total price of the job.

We enclose a copy of our Terms and Conditions.

We offer you our best service and attention and if you have any queries regarding the above, please do not hesitate to phone us when we will do our utmost to assist you.

If you wish to place an order we will require your written instruction and we enclose a reply slip and a pre paid envelope for your convenience. We look forward to hearing from you.

We await your reply to the above and assure you of our best attention at all times.

Yours sincerely

Jon Martin

Jon Martin
Air Conditioning Manager
ARM Enterprises Ltd

E. & O. E.

Email: Peter.duncan@prhurt.com
Date: 31/07/2013
Ref: Q8324

P & R HURT ELECTRICAL AND MECHANICAL SERVICES
10 Babylon View
Oxford Road
Pen Mill Trading Estate
Yeovil
Somerset
BA21 5HZ

FOR THE ATTENTION OF PETER DUNCAN
RE: ILMINSTER SCHOOL - PROPOSED AIR CONDITIONING

Further to your valued enquiry we are pleased to provide our quotation as follows.

Main Hall Air Conditioning

We have allowed for the supply and installation of 2 no. Daikin, wall mounted systems to provide 10 kW of cooling and heating to this room. These systems would be inverter driven to reduce energy consumption and use R410A refrigerant.

We have allowed for the condensing units to be placed within 10 metres from the internal wall mounted evaporators.

Small Office

We have allowed for the supply and installation of 1 no. Daikin, wall mounted system to provide 5 kW of cooling and heating to this room. This system would be inverter driven to reduce energy consumption and use R410A refrigerant.

We have allowed for the condensing unit to be placed within 10 metres from the internal wall mounted evaporator.

Pipework

Pipework between the indoor and outdoor units would be half hard, refrigeration grade copper tubing, fully insulated within Class O armaflex insulation. The pipework would be installed in straight 3 metre lengths, nitrogen purging would be utilized to avoid oxidization within the pipework whilst braising.

Pipework running externally down the wall to the condensing unit locations will be clipped to a cable tray. A pipe outlet cover would be installed above the where the pipework exits the building, for a neat, weather proof finish.

Mains Power

We have allowed for mains power works to be carried out by others.

HEATING & VENTILATION * AIR CONDITIONING * REFRIGERATION
SOLAR THERMAL * SOLAR PV * AIR SOURCE HEAT PUMPS
ELECTRICAL CONTRACTING * CONTROL SYSTEMS

HEAD AND REGISTERED OFFICE
Webbs Close
Wells, Somerset, BA5 2HW
Registered in England No 2097776
Directors: Mr C.J. Ridler Mr D.J. Prout
Associates: Mr I.A. White



REGIONAL OFFICE
3 Marymead
Industrial Estate
Willows Link
Stevenage
Herts
SG2 8AB

We will require 2no. 20 amp single phase supplies for the main hall area and 1no. 10 amp single phase supply for the small office air conditioning.

Interconnecting Wiring

Controls and power cabling between the indoor and outdoor units would follow exactly the same route as the refrigeration pipework, clipped neatly alongside.

Condensate

Whilst in cooling operation, moisture in the room's air will condense on the cold surface of the evaporator coil; this moisture will then drip into the evaporator's drain pan. From here it will need to be drained to a suitable point either inside or outside the building.

In this case, we have allowed for the supply and installation of a condensate pump per system, to aid drainage of this condense water to a suitable point inside or out, i.e. a cleaners sink or drain stack.

Condense pipework will consist of a 1/4" diameter reinforced vinyl hose clipped between the evaporator, the pump and the point of drainage. If the point of drainage is lower than the pump itself, the 1/4" vinyl hose will terminate into a 22mm copper gravity drain at high level to avoid siphoning.

Controls

Each system will be supplied complete with a manufacturer's standard controller offering control over temperature, fan speed, louvre angle and timer settings.

Costs

Our price to supply and install air conditioning to the main hall area would be	£ 5 645.00
Our price to supply and install air conditioning to the small office area would be	£ 2 145.00
Our price to supply and install a vandalism guard to all 3no. condensing units would be	£ 972.50

Exclusions

Please note that none of the following have been allowed for within our above quoted prices:

- VAT (To be added to all of the prices in this quotation at the current rate)
- Premium time labour (Prices assume uninterrupted labour during normal working hours)
- All works carried out continuous basis.
- Pulse Services standard terms and condition of sale apply.

We trust that the above meets your full approval, but please do not hesitate in contacting us with any queries you may have.

Yours sincerely

Simon Morfey

Simon Morfey
Estimator
Pulse Services Limited

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National Inspection Council for
Electrical Installation Contractors



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3 Marymead
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Herts
SG2 8AB

We are awaiting for this years accounts to be examined

SUNNY ILE PRE SCHOOL
INCOME AND EXPENDITURE ACCOUNT
for the year ended -
31st JULY 2012

Table with 5 columns: 2011, Balance Brought Forward, 2012, 2012, 2011. Rows include Current Account, Savings Account, Training Account, Redundancy Account, and Petty Cash Account.

Table with 5 columns: 2011, Unrestricted Funds - Receipts, 2012, Unrestricted Funds - Payments, 2012, 2011. Rows include Fees - Playgroup, Fund Transfer, EY LEAD PRACTITIONER, etc.

Table with 5 columns: 2011, Restricted Funds - Receipts, 2012, Restricted Funds - Payments, 2012, 2011. Rows include Fundraising Profit, ECAT Funding, Xmas Tree & Raffle, etc.

Table with 5 columns: Balance Carried Forward, 2012, 2012, 2012, 2011. Rows include Current Account, Savings Account, Training Account, etc.

Total Income £193,772.14 Total Payments £193,706.40

189160.41

189160

Chairperson Tina Wilkes

Treasurer Lois Bowery



**Pre-school Learning Alliance
Model Pre-school Constitution 2008**



1.0 Name

1.1 The name of the pre-school is SUNNY - ICE and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents 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;
- (b) 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 areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

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

- (a) to provide accommodation and equipment;
- (b) to raise money to pay for the Pre-school's activities;
- (c) to make such payments as shall be necessary;
- (d) to fix and collect the fees payable in respect of children attending 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 Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
- (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;

- (h) to hire or acquire assets of any kind;
- (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's 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 as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) 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;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-school provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
- (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

4.0 Membership

4.1 Membership of the Pre-school is divided into two kinds:

- (a) **Family Membership**
Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of 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.
- (b) **Affiliate Membership**
Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of Members of the Pre-school.

4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;

- (c) fails to pay their membership subscription (if any) 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) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution of the Committee on the grounds that the Member has 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 terminate the membership of a Member the Committee will give the Member written notice of the misconduct or failure alleged to have occurred and will give the Member not less than 14 days in which to submit their answer in writing. The Committee will have regard to the Member's written response in deciding whether or not to terminate membership. The Committee shall have the final decision on whether or not to terminate the membership.

4.3 Membership of the Pre-school is not transferable.

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's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.

5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers"); and
- (b) not less than 2 nor more than 9 other elected Members; and
- (c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any one time.

5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the local Branch Executive Committee of the Pre-school Learning Alliance.

5.4 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 with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.

5.5 (a) The Officers and Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.

(b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

- (c) 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 Member appointed by the Committee.
- 5.6 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.
- 5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.
- 5.8 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. A Member who is a paid employee of the Pre-school may however be eligible for election 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 the provision of their services to the Pre-school is considered by the Committee.
- 5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of 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.
- 5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates from amongst those having notified their willingness to stand who receive the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total.
- 5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.
- 5.12 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 by a resolution passed by a majority of the members of the Committee.

6.0 Proceedings of the Committee

- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 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.

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. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
 - (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;
 - (d) transact any other business properly put to the meeting.
- 7.3 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:
 - (a) The Secretary or Chair shall send notice 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.
 - (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.
- 7.4 The quorum for a General Meeting shall be 10% of the members or 5 members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.

- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.
- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11 or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission.
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

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 custodian trustees of the property on behalf of the Pre-school. These custodian trustees may be members of the Committee, Members of the Pre-school or any other persons which the Committee may appoint. A custodian trustee need not be a Member of the Pre-school. The custodian trustees are not charity trustees and appointment as a custodian trustee will not of itself make a custodian trustee either a Committee member or Member of the Pre-school. Where custodian trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.
- 8.2 Custodian trustees will hold office until:
- (a) death; or
 - (b) retirement with the consent of the remaining custodian trustees; or
 - (c) removal by a resolution of the Committee; or
 - (d) removal by operation of the law

but no retirement or removal shall be effective unless there will be at least two remaining custodian trustees.

- 8.3 In the absence of fraud or wilful default the custodian trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as custodian trustees for the Pre-school.
- 8.4 The Committee may convene a meeting with the custodian trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the custodian trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the custodian trustees for the Pre-school and its management.

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.

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 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.

10.0 Minutes

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

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 an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

11.2 If the Extraordinary General Meeting referred to in paragraph 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 11.4.

11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum

11.4 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:

- (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 Pre-school 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.

Pre-school Learning Alliance Membership Number 23543 285065

This constitution was approved by the members of (pre-school name):

SUNNY-ILE PRE-SCHOOL

at a General meeting held on 20TH OCTOBER 2009

Signed (Chair) MEMackay

Signed (Secretary) Scubbin

Pre-school Learning Alliance
The Fitzpatrick Building
188 York Way
London N7 9AD
Tel: 020 7697 2500
Fax: 020 7700 0319
Email: info@pre-school.org.uk