

## Tempo Community Pre School

A Registered Charity with the Northern Ireland Charity Commission

Charity No: 106104

Tempo Community Pre School Annual Committee Report for the year ending

31/8/18

### Objectives and activities

To offer high quality preschool care and education in partnership with parents to children in our setting which is appropriate to their stage of development and following the preschool curriculum outlined by the Department of Education for Northern Ireland. To offer equality of opportunity to all children and families within our setting we show mutual respect, tolerance and understanding at all times. We provide a happy, safe, child centered, care environment that is stimulating and challenging for children.

### Aim.

Our aim is to provide a caring, supportive and safe environment, valuing individuals, ensuring they are respected and happy and an atmosphere where all our young children can develop to their full potential.

### Objectives.

The ethos of the group is reflected in the personal, social and intellectual development of our children.

The committee and staff promote and facilitate an atmosphere of care and respect within all aspects of the group. This is reflected in all our policies. The opinions of the parents and children are valued as we give our parents a questionnaire to complete at the end of the year to ensure we are meetings the needs of our parents.

The Charity raises additional funds from the public to support the activities of the Charity but does not work with commercial participants. The purposes of the Charity are exclusively charitable and have been prepared in accordance with the requirements of the Charities Act 2011 (the Act). In planning the objectives and activities of the Charity, the Committee have reviewed the guidance provided by the Charity Commission.

## **Achievements and Performance:**

Tempo Community Preschool provides care and education to children aged 3 – 5 in a rural area. The staff endeavour to provide a high standard of care and education of play based activities delivered through the Northern Ireland Pre School Curriculum. We are registered with HSC and have an annual inspection to ensure we meet the requirements of the Minimum Standards. The committee has made efforts to keep spending in line with the budget. We held a number of fundraising activities throughout the year including a Table Quiz, Christmas Draw, Fashion show and a Princess and Super Heroes Disco for our children.

## **Structure, Governance and Management:**

The Charity is governed by our constitution committee members are appointed at our Annual General Meeting with members appointed as outlined in our constitution. The Trustees of the Charity are currently all parents of current children or parents of previous children. All new Committee members will be provided with a Committee Welcome Pack which includes copies of:

- The Charity's constitution
- The latest accounts of the Charity
- Code of Conduct
- Confidentiality Agreement
- Roles and Responsibility

In addition, the committee is encouraged to attend courses designed to keep them abreast of their duties and responsibilities.

## **Organisational Structure:**

The Committee administer the Charity and meet every six weeks, during these meetings all charitable matters are discussed including the raising of funds, income structure, ongoing performance and to approve forthcoming charitable expenditure. The Charity monitors performance against budgeted targets and reports annually at the Annual General Meeting, where the outgoing Committee resigns their positions and appointments are made in line with our constitution where office bearers are elected to fulfil the necessary roles and requirements to govern the Charity over the next year. Risk Management has reviewed the major risks to which the Charity is exposed and where appropriate systems or procedures have been established to mitigate the risks the Charity faces. Tempo Community Pre School benefits from a diligent and dedicated team of Committee members, costs are closely monitored to ensure the Charity operates within its means. The Charity presently operates one bank account which minimise its exposure to risk and internal policies are in place to mitigate risk to the Charity and its benefactors.