

## **Cleaswell Hill Foundation (Registered Charity Number 1000697) Constitution**

School Avenue, Guide Post, Northumberland, NE62 5DJ

Cleaswell Hill Foundation is a registered charity (number 1000697) comprising of staff, students, parents, carers and members of the local community.

### **1. Our purpose:**

- The advancement of education by providing additional financial support, opportunities and resources to Cleaswell Hill School, aiming to provide for those provisions which fall outside of the normal budget.
- To relieve those in need within the local community by providing support, resources and access to school facilities.

### **2. Who we support:**

Cleaswell Hill is an outstanding day community special school in Guide Post, Northumberland. It is situated in an area of high deprivation. The children who attend Cleaswell Hill School (aged from 3-19) have a wide range of needs ranging from complex and multiple learning disabilities and difficulties, speech language and communication needs to physical and sensory needs. 100% of the children that attend Cleaswell Hill School have an Education, Health and Care Plan (EHCP). The school catchment area covers the whole of Northumberland, providing specialist provision in collaboration with parents, carers and multi-agency professionals.

Cleaswell Hill Foundation also supports the local community.

### **3. How we support them:**

Cleaswell Hill Foundation provides funding, resources and opportunities/experiences for the children attending Cleaswell Hill School, registered charities both local and national and support to the local community.

### **4. Charity Trustees:**

The charity trustees are members of the school leadership team, school staff team and/or school governing body. The minimum number of charity trustees is three. The trustees will remain in position for the duration of their employment or governance at the school unless they wish to retire from position or at the request of the chair. New trustees shall be elected at a charity trustee meeting. Trustees must declare any conflict of interest and withdraw from any parts of meetings, decisions or votes involving the interest. On the event of the closure of the charity, any monies or assets remaining will be gifted to Cleaswell Hill School and no trustee will gain from this closure.

The charity trustees are:

Chair: Michael Jackson

Vice Chair: Karyn McMahon

Treasurer: Anne Carruthers

Trustees: Julie Brown, Yvonne Burns, Lauren Caisley, Maureen Spence, Tim Chrisp

### **5. Powers:**

Cleaswell Hill Foundation and trustees abide by the Charities Act (2011).

The charity trustees have power to act within the law to promote the purpose of the charity.

### **6. Meetings:**

Charity trustee meetings will be held three times per year with a minimum of three charity trustees in

attendance. Any charity trustee may call additional meetings as required. Meetings can be held in person or virtually. All meetings will be minuted and circulated to all trustees. Decisions can be made informally with the agreement of three trustees. These decisions will then be presented at the next trustee meeting. The annual general meeting will be hosted in the Autumn Term.

## **7. Records:**

Cleaswell Hill Foundation and its trustees abide by the Charities Act (2011). The annual trustee report will be submitted to The Charity Commission. Minutes of meetings will be circulated to all trustees and retained electronically. The charity is operated on an accounting year of September to August and an annual statement of income and expenditure together with a balance sheet will be prepared by the Treasurer and submitted to an independent auditor.

## **8. Amendment of the constitution:**

The constitution may be altered, repealed or added to at a trustee meeting by not less than two thirds of the members present and voted at a general meeting called for that purpose with fourteen days notice. The amended constitution will be distributed to all members prior to the meeting. The Charity Commission will be notified as appropriate.

No alteration must be made to Section 1, Section 9 or the clause above without the prior consent of the Charity Commission or any other authority with charitable jurisdiction. No alteration will be made which may cause the charity to cease to be a charity by law.

## **9. Dissolution of the charity:**

The charity may be dissolved by a resolution presented at a trustee meeting. The resolution must be agreed by three charity trustees. If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause. The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.

The trustees will apply any remaining property or money to Cleaswell Hill School or:

- (a) directly for the objects;
- (b) by transfer to any charity or charities for purposes the same as or similar to the charity;
- (c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.

The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs above inclusive in sub-clause above. In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity).

The trustees will notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they will send the Commission the charity's final accounts.

## **History:**

<b>Amendment Date</b>	<b>Comments</b>	<b>Name</b>	<b>Date presented to trustees</b>
28 <sup>th</sup> May 2021	Creation of new charity constitution for Cleaswell Hill Foundation. This replaces the previous constitution for the Voluntary/School Fund.	Maureen Spence Lauren Caisley	8 <sup>th</sup> June 2021

14 <sup>th</sup> January 2022	Changes as agreed with the Charity Commission (email dated 13.12.21)	Maureen Spence Lauren Caisley	9 <sup>th</sup> February 2022
1 <sup>st</sup> August 2022	Changes to dissolution clause as agreed with the Charity Commission (email dated 13.12.21)	Lauren Caisley	7 <sup>th</sup> November 2022
2 <sup>nd</sup> October 2024	Changes to: Powers, Charity Trustees, Meetings	Lauren Caisley	18 <sup>th</sup> October 2024