

Constitution of the Friends of Woodcote Primary School

1. NAME

The Association shall be named 'The Friends of Woodcote Primary School'

2. AIMS

The objectives of the Association are to:

- Enhance and advance the educational environment of the pupils of the school and;
- Foster relationships between staff, parents and others associated with the school (including the local community)
- Raise funds to enrich the opportunities for the children by organising fund raising and social activities.

3. MEMBERSHIP

(a) Members of the Association - All parents and guardians (including carers) and friends of children attending school become automatic members when their child starts school.

- All serving members of staff and governors are also automatic members of the Association.

Friends are deemed to be anyone with a connection to a child at school, for example grandparents, aunts, uncles and step-parents.

(b) Eligibility for membership will cease for parents, guardians and friends on the day their child leaves the school and for governors and staff and on the day they leave the school's employment.

(c) The Association retains the right to exclude members should it become apparent that they, or any one they are directly connected with, should pose a danger, or reputational risk, to either the school or the Association.

4. OFFICERS AND MANAGEMENT COMMITTEE STRUCTURE

(a) The elected officers of the association shall be:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Treasurer

There should be a minimum of 4 elected officers. The roles of the elected officers may be shared between more than one individual should the need arise.

Nominations shall be proposed and seconded by any member and must have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting, ideally one week before the AGM.

Where the post of an elected officer becomes vacant mid-term a temporary officer can be agreed by the remaining committee members until a formal election can take place.

Elected Officers will act as Charity Trustees for Charity Law requirements.

(b) The affairs of the Association shall be managed and entirely controlled by a management committee, consisting of Elected Officers of the Association and no fewer than six other Members, preferably including a parent from each year group, a staff representative and a governor.

The Head Teacher of the school (or his/her nominated representative of staff) shall also be a non-elected officer of the committee, a role that does not entail being a Trustee.

(c) Elected Officers and Committee Members must retire at the next AGM (if for whatever reason the post becomes vacant the elected officers may appoint a replacement that should automatically retire at the next AGM).

(d) Any Committee member absent from meetings, for whatever reason, for a period of three months without submitting an apology for absence shall cease to be a member of the committee.

(e) The committee may appoint sub-committees as necessary. Such sub-committees shall report to the committee regularly and act in accordance with terms agreed by the committee. Budgets may be allocated with all expenditure outside of any agreed budget receiving authorisation from the Treasurer.

Where there is no budget ALL expenditure must be agreed by the Treasurer.

(f) The Head Teacher of the school shall have the right to attend committee meetings and be appraised of the activities of the Association.

(g) If a post becomes vacant before the end of term of office, the committee may fill the vacancy by general agreement.

5. MEETINGS

(a) A minimum of one committee meeting shall be held each term. A minimum of five committee members (to include 2 officers) shall constitute a quorum for a committee meeting.

(b) All committee members shall have one vote in a committee vote. Where there is an equality of votes the Chair holds the casting vote.

(c) If the Chairperson or Vice Chairperson is absent from any committee meetings then a Chairperson for the meeting should be agreed from those present.

(d) Should an elected officer or Committee member have any personal interest in a matter being discussed, it is expected that they will declare their interest and leave the room or not take part in any vote as necessary.

6. THE ANNUAL GENERAL MEETING (AGM)

(a) The AGM shall be held in the first half of the Spring term. The AGM will be considered quorate subject to the same conditions as paragraph 5 (a).

(b) All parents and staff shall be invited to attend in writing, at least 14 days in advance of the meeting.

(c) The AGM will be held for the following purposes:

- i. To receive and pass the audited accounts of the Association for the financial year ending July 31st
- ii. To receive the reports of the management committee on the activities of the Association for the year ending July 31st
- iii. To elect Officers and Associate Committee Members for the year.
- iv. To appoint an external reviewer who may be members of the Association for the following year.
- v. To amend the constitution if required.
- vi. To transact any other business falling within the remit of the meeting.

7. EXTRAORDINARY GENERAL MEETINGS (EGM)

(a) An EGM may be called at the discretion of the elected officers or at the request of a minimum of twenty members. This request must be made in writing and submitted to the committee chairperson stating the objective of the EGM.

(b) Notice of 21 days must be given to all members of any EGM.

(c) Twenty members (to include a minimum of five committee members (including an elected officer) and representation from both parents and teachers) shall constitute a quorum for the purposes of passing resolutions put to an Extraordinary General Meeting.

Motions of an EGM can only be carried by a majority of two thirds of those present and voting.

8. FINANCE

(a) The Treasurer shall keep accounts of all income and expenditure, in accordance with the Charities Act 2006 (including any relevant provisions thereafter) and shall be required to produce an appropriately externally scrutinised set of financial statements reflecting the year's records at the AGM.

(b) The Treasurer will also be responsible for preparing and submitting all other annual reports, returns and statements of account as required by Charity Law.

(c) The External Examiner (or Auditor) shall be appointed annually by general agreement of the committee or at AGM for the following year.

(d) Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signatures of two of the authorised signatories. The Elected Officers shall appoint authorised signatories.

(e) The Elected Officers shall be responsible for the funds and properties of the Association.

(f) The property and funds of the Association may only be used to promote or support the objectives of the Association.

(g) The committee will decide on how the funds are to be spent by a simple majority. Any member of the Friends of Woodcote Primary can submit a suggestion for spending of funds. The Head teacher has the right to veto any spending requests.

(h) Members of the Association shall not receive payment either directly or indirectly for their services but shall be re-imbursed for expenses incurred on behalf of the Association.

(i) Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall be given to the school for the benefit of the children.

(j) The Association shall have no borrowing powers and at all times must have sufficient funds to meet all financial commitments.

(k) The financial year ends on July 31st

(l) Requests for expenditure in excess of £500 within a three month period (outside of what is agreed formally within committee meetings) must be presented and minuted outlining the following:

- The purpose of the expenditure
- Who will benefit
- Substantiated estimates for the expenditure (including quotes where possible)
- Where possible two proposed options

9. GENERAL

(a) The Association shall take out public liability and personal accident insurance to cover its meetings, activities, officers and committee.

(b) The Association acknowledges that the Head Teacher of the school should have the right of veto on all decisions, excepting changes to this constitution, at his/her sole discretion.

(c) No alteration to the constitution may be made except at the AGM or EGM specifically called for this purpose. Alterations shall receive the assent of two thirds of the members present and voting at an AGM or EGM. In the event of a split vote, the Chairperson shall have the casting vote.

(d) Any matter not provided for in the Constitution shall be dealt with by the committee whose decision shall be deemed final.

10. DISSOLUTION

The Association may be dissolved by a resolution presented at an Extraordinary General Meeting (EGM) called for this purpose. The decision or resolution to dissolve the association must have the agreement of two thirds of those present and voting, The resolution may give instructions for the disposal of any remaining assets after all debts and liabilities have been satisfied, All remaining assets will be given to the school for the benefit of the children. In the event of a school closure the assets will be given to the school where the majority of the children will go in any manner which is exclusively charitable in law. If this cannot be carried out then the assets may be given to another charitable purpose.