

WILLIAM GILPIN CHURCH OF ENGLAND VA PRIMARY SCHOOL FRIENDS OF THE SCHOOL CONSTITUTION

1. NAME OF ASSOCIATION

FRIENDS OF WILLIAM GILPIN SCHOOL

2. CHARITABLE PURPOSE ('OBJECTS')

The **object** of the **association** (the **objects**) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

3. POWERS

The Association has the following powers, which may be exercised only in promoting the objects:

3.1 The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and committee.
(Membership of the National Confederation of Parent Teacher Associations automatically provides this.)

3.2 The Association shall be non-party political and non-sectarian.

4. MEMBERSHIP

4.1 Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers. Membership can also include past parents, grandparents, friends of the school, ancillary staff and governors.

4.2 The management of the association shall be vested in a committee (hereafter to be known as the management committee) consisting of the following officers:

- Chair
- Secretary
- Treasurer

4.3 The officers shall be elected at the Annual General Meeting and shall

serve until the commencement of the next Annual General Meeting, other members of the committee to be co-opted from the membership.

4.4 Three members of the management committee shall constitute a quorum.

4.5 The management committee shall have the power to co-opt, as necessary, other members of the association.

4.6 The management committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings shall be reported to the committee as soon as possible and provided further that no such committee shall expend funds of the association otherwise than in accordance with a budget agreed by the management committee.

5. GENERAL MEETINGS

5.1 Meetings of the association shall be held at least once each term.

5.2 The Annual General Meeting (AGM) shall be held in the first half of the Autumn term. At the AGM, the Chair is in charge, or in his/her absence some other committee member/trustee.

5.3 Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.

5.4 The committee may fill casual officers' vacancies by co-option until the next AGM.

5.5 Special general meetings may be called at the written request of a minimum ten members.

5.6 Twenty-one (21) days' notice shall be given for an Annual General Meeting (AGM) and fourteen (14) days' notice shall be given for an Extraordinary General Meeting (EGM).

5.7 A quorum shall consist of at least seven members at an AGM.

6. THE MANAGEMENT COMMITTEE

6.1 Two members of the management committee will be nominated as trustees of the charity and have control of the association, its property and

funds.

6.2 The management committee shall not undertake any activity in the school premises without the consent of the Head Teacher.

7. MANAGEMENT COMMITTEE MEETINGS

7.1 The Chair or (if the chair is unable or unwilling to do so) some other committee member/trustee presides at each management committee meeting.

8. POWERS OF THE MANAGEMENT COMMITTEE

8.1 Any matter not provided for in the constitution and concerning the organisation and activities of the association shall be dealt with by the committee whose decision is final.

9. PROPERTY AND FUNDS

9.1 The property and the funds of the association must only be used for promoting the objects.

9.2 No management committee member may receive any payment of money or any material benefit, whether direct or indirect, from the association except:

- Reimbursement of reasonable out of pocket expenses actually incurred in promoting the objects of the association.

10. RECORDS AND ACCOUNTS

10.1 The committee must comply with the requirements of the Charities Act 2011 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

10.1.1 annual reports

10.1.2 annual returns

10.1.3 annual statements of account

10.2 The committee must keep proper records of:

10.2.1 All proceedings at General Meetings

10.2.2 All proceedings at Committee Meetings

10.2.3 All reports of sub-committees.

10.3 Annual reports and statements of account relating to the association must be made available for inspection by any member of the association.

10.4 The financial year shall commence 1st October; the financial year will be twelve months.

11. AMENDMENTS

11.1 No alteration to this constitution may be made except at the AGM or at a Special General Meeting called for this purpose. No amendments or alterations shall be made without prior written permission of the Charity Commission and no alteration shall be made which could cause the association to cease to be a charity in law. Alterations to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.

11.2 The association may be dissolved by a resolution presented at a Special General Meeting called for the purpose. The resolution must have the assent of two thirds of the members present and voting. Such a resolution may give instructions for the disposal of any assets remaining after satisfying any debts and liabilities. These assets shall not be distributed among the members of the association but will be given to the school for the benefit of the children at the school or, in the event of school closure, to the school to which the majority of the children of the closing school will go in any manner which is exclusively charitable in law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.

18th June 2021