

CONSTITUTION

Deanesfield Friends (Parent Teacher Association) September 2016

1. NAME

The name of the Association shall be Deanesfield Friends.

2. OBJECTIVES

- a) The Deanesfield Friends will provide support to the school, assist parents and run activities that enhance the life of the children during their time at Deanesfield Primary School.
- b) Funds raised by the Friends will normally be donated to the school to pay for activities, equipment or other resources that improve the children's experience at school and which would not normally be provided from core school funds. Occasionally the Friends will use funds directly for resources needed by Friends itself in relation to their function, such as stationary, refreshments and storage, and subscriptions. Once a year the Friends will donate all proceeds raised to a school-chosen charity such as Macmillan Cancer research.
- c) The Friends will provide practical help to parents e.g. holding sales of 'recycled' school (and other) uniforms and organising refreshments for school related events.

3. MEMBERSHIP

Membership comprises all parents and guardians and teaching staff of pupils at Deanesfield Primary School without fee.

4. OFFICE BEARERS AND MANAGEMENT

- a) The Board of Trustees will form the Governing Body of the association and will ultimately carry the responsibility and accountability for statutory compliance in all matters. There will be a minimum of three trustees.
- b) The regular business of the Association shall be managed by an Executive Committee, consisting of a Chair, Vice-Chair, Secretary and Treasurer and supported by Steering Committee Members making a membership of 12 members in total. The Executive committee shall be elected bi-annually at the AGM. Acting office bearers can be elected at any time and no executive committee member may serve for more than four consecutive years in one post.
- c) Nominations for candidates for office of the Steering Committee may be made by the executive committee or by two members of the Steering Committee at any scheduled meeting, but the Executive committee must be elected by all members of the Friends Association at the AGM.
- d) Steering Committee members are expected to regularly attend the half-termly scheduled meetings and can be asked to relinquish their office if attendance falls below 50%.
- e) All members of the Steering Committee are invited to bear office in the Association under the proviso that they comply with the Home-School Agreement and uphold school values and expectations of adults on site at all times. Failure to comply can result in the office bearer having their position withdrawn from the Association.

5. **HEADTEACHER**

The Headteacher shall have the ultimate responsibility on all educational matters within the school and she will work ex-officio with the Friends in support of its objectives.

6. **FINANCIAL YEAR**

The financial year of the Association shall be from September to August.

7. **FINANCE**

- a) The funds of the Association shall be banked in the name of the Association.
- b) The Trustees shall be empowered to sign all cheques drawn on the Association bank account. All such cheques shall be countersigned by two trustee members approved as signatories.
- c) Funds of the Association shall be used in furtherance of the objectives of the Association (see 2 above).
- d) The Treasurer shall keep a proper account of all monies related to the Association and render a statement of account at the AGM.

8. **ACCOUNTS – INDEPENDENT EXAMINATION**

The annual accounts shall be examined by an independent examiner who is reasonably believed by the Executive Committee to have the requisite ability and practical experience to carry out a competent examination.

The independent examiner should not be a committee member or a relative of any member of the Executive Committee.

9. **MEETINGS**

- a) Meetings of the Executive Committee shall be held before each general meeting of the Association and otherwise as may be required by the Chairperson of the Steering Committee.
- b) 50% of committee members shall form a quorum.
- c) Official meetings of the Association shall be held on a half termly basis and key decisions in regard to planning and budget must be agreed at these meetings.
- d) Informal meetings for specific fundraising purposes will be scheduled to take place as required once roles and responsibilities have been agreed.
- e) The AGM shall be held in the month of October each year or as soon as possible thereafter.
 - I. Not less than 14 days notice shall be given.
 - II. Business shall include reports on the activities and the finances of the Association.
 - III. Office bearers and members of the committee shall be elected as required.
 - IV. A quorum shall be 50% of the total number of committee members.
 - V. Minutes shall be taken by a member of the Steering Committee.

10. **EXTRAORDINARY GENERAL MEETINGS**

An Extraordinary General Meeting shall be called by the Executive Committee, either when requested in writing by not less than 10 members of the Association or when desired by the Executive Committee itself. In each case 14 days minimum notice must be given and an agenda circulated a minimum of 7 days in advance.

11. **ALTERATIONS OF THE CONSTITUTION**

Alterations of the Constitution shall only be made by the Trustees. Notice of any alteration to the Constitution shall be brought to the attention of the Executive committee at least 14

days prior to the date of the AGM, specifying the proposed alteration, and shall be included in the notice of the meeting.

12. **DISSOLUTION**

Should, at any time, for any reason, the Association decide upon its own dissolution, the books, minutes, accounts and monies of the Association shall be handed over to the Headteacher of Deanesfield Primary School, to be used for the benefit of the school.

Deanesfield Friends

The Board of Trustees & Governing Body

Ms K. O'Sullivan Head Teacher	Chairperson
Mr S. Kidd Deputy Head Teacher	Trustee
Mr S. Kenworthy Chair of Governors	Trustee

The Executive Committee

Joanna Brosnan	Chairperson
Aurelia Prat	Vice-Chairperson
Tracy Rowe	Secretary
Jill Ranson	Treasurer

The Steering Committee (8)

Colette Bamattre
Lecia Deb Gupta
Joanne Rozario
Azadeh Ahmed
Lorraine Pendrey-Smith
Becky Wakefield
Cristina Risitano
Katie Menia

Notes

The Steering Committee was reduced in size from 11 members to 8 at the AGM 06/11/17.