

Friends of Westgate Primary School Constitution

1.MEMBERSHIP

The name of the association shall be Friends of Westgate Primary School. The membership will consist of all parents and carers of children attending Westgate Primary School and all staff. The association will be non-political.

2.AIMS

The aim of the association is to advance the education of the pupils of Westgate Primary School. In furtherance of this, the association may:

- Promote close co-operation and communication between parents and staff and others associated with the school
- Provide or help provide resources for pupils at the school
- Provide a range of social activities for families at the school

3.OFFICE-BEARERS

The business of the Association shall be managed by office-bearers consisting of parents and staff. Office bearers shall be elected at the AGM and be eligible for re-election, provided their child remains a pupil at the school or the person is a paid member of staff. Office bearers will be elected for a period of one year and can hold office for a maximum of 3 years. Office Bearers shall be as follows:

- The Head Teacher shall be the **Honorary Chair**. If he / she is unable to attend a meeting then his / her nominated representative shall be entitled to do so.
- **The Association Chair** will be responsible for the day to day organisation of the association, chairing all meetings, liaising between members and office bearers, overseeing that the minutes and publicity are published promptly and accurately and that the statement of accounts is available for auditors.
- **The Treasurer** shall be responsible for keeping accurate records of the financial transactions of the Association and that the statement of accounts is available for auditors.
- **The Secretary** shall be responsible for recording and maintaining the minutes of the meetings. These minutes shall be displayed on the Association noticeboard.
- **The Publicity Officer** shall be responsible for publicity pertaining to the activities of the Association. This shall be displayed on the Association noticeboard.
- The office bearers may co-opt any member to fill an office-bearer vacancy occurring between AGMs.

4.ANNUAL GENERAL MEETING

The Annual General Meeting will be held during the final half term of the summer term. The notice calling the meeting shall be posted at least 14 days in advance. At all AGMs voting shall be on the basis of one vote per member present and the quorum shall consist of 6. The business shall include:-

- Report from the Chairperson outlining the work of the association
- Treasurer's report and accounts
- Approval of the accounts
- Appointment of an independent auditor for the association
- Election of members to serve as office bearers: Association Chair, Treasurer, Publicity Officer and Secretary

5.EXTRAORDINARY GENERAL MEETING

Six members shall have the power to call an Extraordinary General Meeting giving at least 14 days notice and including a formal agenda. Voting shall be on the basis of one vote per member present at the meeting and the quorum shall consist of 6.

6.MEETINGS

All members of the association are entitled to attend all meetings. Meetings of the association shall be held as required, but at least once per half-term. At all meetings there shall be 6 members, of whom at least two are office bearers, to form a quorum. A quorum is only valid if all the association members have been informed of the meeting 14 days in advance.

- Everyone attending shall have one vote and resolutions shall be passed by a simple majority vote of those present.
- At the meetings, members will ensure that all property/money received by or for the Association shall be applied for the aims of the Association.
- The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association. Accurate records will be kept to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school.

7.FINANCE

- Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against two signatures from: the treasurer or a named member AND the Head Teacher or Assistant Head.
- The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. A report shall be made to members at the AGM
- The accounts shall be brought to balance on the last day prior to the AGM at which they are to be presented and examined by the independent auditor appointed at the previous AGM. The independent auditor should not be a member of the association and be someone who has the trust of the members. The statement of account will encompass a balance sheet and income and expenditure account.

8.CHANGES TO THE CONSTITUTION

The rules of the association can only be altered at the Annual General Meeting or at an Extraordinary General Meeting. Any proposed alternative to the constitution must be in the hands of the secretary at least 14 days prior to the AGM. No amendments or alterations should be made without the prior written permission of the Charity Commission to clauses 2, 8 and 9 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 Extraordinary General Meeting.

9.DISSOLUTION

The association may be dissolved by a resolution presented at an Extraordinary General meeting called for that purpose. The resolution must have the support of two thirds of those present and voting. Such resolution may also give instructions for the disposal of any assets remaining after satisfying any outstanding 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 of the school or in the event of the school closure to the school to which the majority of children of the closing school will go in any manner which is exclusively charitable by law. If effect cannot be given to this provision then the assets shall be given to some other charitable purpose.