



Friends of Woodcroft (Home School Association) Constitution

Issue 4: September 2015

1. Title and Aims

The Association shall be known as the **Friends of Woodcroft**.

The aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education and enrichment at the school. This includes:-

- a) Promoting close co-operation and communication between parents and teachers.
- b) Engaging in activities which support and advance the education and enjoyment of the pupils attending the school, including fund raising, school activities and events.
- c) Considering applications for funds put to the Association from the school, Parents Forum or supporters.

2. Membership

The Members of the Association shall comprise of all parents and carers of children attending the school (including nursery classes).

Each member is automatically invited to attend scheduled General Meetings.

Attendance at a General Meeting constitutes General Committee Membership and invokes agreed voting right.

Additional Friends of Woodcroft supporters from the wider Woodcroft community are eligible to attend meetings at the discretion of the Executive Committee but are not eligible to vote

3. Powers of the Association

The Association shall have the power to do anything considered by the General Committee to be in furtherance of the aims. This includes the power:-

- a) To raise funds and invite and receive contributions in furtherance of the aims of the Association.
- b) To pay from the funds of the Association all the proper costs and expenses incurred by Members establishing and administering the duties of the Association.
- c) To employ and pay proper and reasonable remuneration for professional services that are required for the carrying out of the purposes of the Association.
- d) To establish and operate accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two mandated Office Bearers.

4. Office Bearers and Executive Committee

The Office Bearers of the Association shall consist of:

1. Executive Officer (A member of senior school staff usually the Headteacher)
2. Chairperson
3. Vice Chairperson
4. Secretary
5. Treasurer
6. School Representative Committee Member
7. Deputy Officer (optional Deputy Secretary and Deputy Treasurer)

The appointed Office Bearers constitute the Executive Committee.

The General Committee of the Association will appoint such other Office Bearers on an annual basis.

The General Committee reserves the right to nominate one Associate Officer to act as school liaison and exercise the duties of the Executive Officer in his/her absence.

The General Committee reserves the right to nominate a Deputy Officer (Deputy Secretary and Deputy Treasurer) to exercise the duties of an Office due to absence.

The Office Bearers will be elected by the Committee at an Annual General Meeting (AGM). Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the General Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the

duration, (ii) the General Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Executive Committee and attending members.

Copies should be made available to the school for any member of the Association who requests them.

5. General Committee & General Meeting

The business of the Association shall be agreed by the General Committee of parents who attend regular termly scheduled General Meetings.

Where an Office Bearer fails to attend more than 2 regular scheduled General Meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

General Meetings shall be held as required during term time.

Each attending member at a General Meeting shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have the deciding vote which shall be used only in the event of a tie.

6. Executive Committee

The Executive Committee shall meet on a regular termly basis to:

1. Prepare the agenda for the General Meetings
2. Review business proposals
3. Prepare actions plans for events and activities
4. Evaluate the success of prior business (events and activities)

Each attending member at an Executive Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have the deciding vote which shall be used only in the event of a tie.

Where an Office Bearer fails to attend more than 2 scheduled Executive Committee Meeting and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

7. Annual General Meetings

The Annual General Meeting (AGM) shall be held in June / July each year. The notice calling the meeting shall be sent to all parent members at least 2 weeks in advance via school newsletter or letter to parents.

The AGM business shall include:-

- a) Chair's report the work of the Association over the preceding year
- b) Approval of the Accounts for the preceding year
- c) Appointment of an independent examiner of the Accounts. This will normally be the School Business Manager
- e) Annual election of Office Bearers
- f) Discussion of motions received

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings the quorum shall consist of no less than 5 members of the Association.

Any member of the Association (parent or carer) shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary (via the school Office) by no later than 1 week prior to the AGM.

8. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of 'Friends Of Woodcroft'.

All elected Office Bearers should be mandated to sign cheques as authorised signatories during their term of their office.

The bank may act on the instruction of any two authorised signatories for amounts up to and including £500 and three authorised signatories if over this amount.

There should always be one school staff committee member, usually the Headteacher or if absent the School Representative, who is required to sign all cheques.

The bank will be mandated to removing an individual as an authorised signatory at the end of an Office Bearers term of office.

The Association should mandate the following elected and positions as authorised signatories:

- Executive Officer (The Headteacher)
- Chairperson

- Vice Chairperson
- Secretary
- Treasurer
- School Representative Committee Member

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of March in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members. This will usually be the School Business Manager.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

9. Alterations to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 10 members of the Association voting in person plus the Executive Officer of the Association.

Any remaining funds should then be distributed for the benefit of the children at the school at the discretion of the Executive Officer.