

Friends of Castle House School, Newport

Constitution Document

Approved: AGM 4<sup>th</sup> March 2022

## 1. Association Details

Association Name: Friends of Castle House School

Type of Association: Friends of the School

School Name: Castle House School, Chetwynd End, Newport, TF10 7JE

## 2. Purposes

The promotion and advancement of Castle House School, enhancing and enriching pupil learning

The objectives of the association may be met via,

The fostering of good relations between parents and children

To organise and promote social functions and fundraising/non-fundraising events

## 3. Membership

All parents and legal guardians of pupils attending the school shall be automatic members of the Association.

In addition, any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the committee as a member. This may include, but is not limited to, grandparents, ex parents, individuals with previous links to Castle House School.

All committee members, plus any members who will be attending events as helpers will be required to complete a DBS check (or equivalent check as recommended by Castle House School). This will be provided by the school free of charge.

## 4. General Meetings

The association's annual general meeting (AGM) shall be held in September or October of each year. Public notice shall be given at least fourteen days in advance of the AGM

During the AGM any members of the association may stand for election to the committee. Each member shall be proposed and seconded to be elected to the committee, a maximum of 7 shall be appointed, where greater than this number a draw shall take place to select members. The draw shall be by year group with a maximum of 2 representatives, where places remain an open draw shall be held. The meeting shall be chaired by the Headteacher.

From the elected members the following officers shall be appointed:

- Chairperson
- Secretary
- Treasurer

In addition, the Headteacher will be automatically added as an Ex-Offio Member – this is in addition to the committee positions. Where possible, 1 teacher will also be able to stand for a committee position.

Except where otherwise provided in this constitution (Dissolution), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

The association must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

At an AGM the members:

- receive the accounts of the association for the previous financial year
- receive the report of the committee members/trustees on the association's activities since the previous
- elect the committee members
- appoint an independent examiner or auditor for the association if this is needed
- may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the association
- discuss and determine any issues of policy or deal with any other business put before them

A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of the association. This requires a request in writing to the committee from 10 or more members. As a result, the committee must call an EGM (give all members of the association notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This timeframe is designed to make allowances for school holidays.)

## 5. The committee

All members of the committee have control of the association, its property and funds.

The committee shall consist of at least 3 members, with a maximum of 7.

Committee members shall be elected at the AGM and shall hold office until the next AGM.

All committee members, except those who are co-opted, must be members of the association.

Committee members shall have the power to co-opt committee members at any time, and co-opted committee members shall serve until the date of the next AGM.

The number of co-opted committee members must not be more than 50% of the total number of committee members

Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

If an elected committee member does not attend three consecutive meetings, without apologies, he/she will be deemed to have resigned from the committee.

## 6. Committee Meetings

The committee must hold at least three meetings every academic year. A meeting can be held face to face or via remote means e.g. Zoom or MS Teams

A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.

The Chair or, if the Chair is unable or unwilling to do so, some other committee member/trustee chosen by the members present is in charge at each committee meeting.

Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is in writing (including by email) and signed by all committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

Except for the Chair of the meeting, who has a second or casting vote every committee member has one vote on each issue.

Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent committee meeting. An advance copy should be made available to committee members as soon as practically possible. For contingency planning, a shared drive such as dropbox should be used to hold the Associations records with all committee members holding the access passwords.

## 7. Powers of the committee

The following powers are available to the committee to help run the association:-

to delegate any functions of the committee to sub-committees. These must consist of two or more persons appointed by the committee but at least one member of every sub-committee must be a committee member/trustee. All sub-committee proceedings must be promptly reported to the main committee

to make rules consistent with this constitution about the committee and sub-committees, to govern proceedings at general meetings and generally about the running of the association including the operation of bank accounts and the management of funds.

The committee does not have any powers to directly influence the school curriculum or matters relating to individual pupils and parents.

No member other than the Chairperson or member nominated either by the Chairperson or by the committee shall make any official or public statement or representation on behalf of the Association.

## 8. Property & funds

The property and funds of the association must only be used to fulfil the objects (see clause 2).

Whenever a committee member has a personal interest in a matter to be discussed at a meeting, the committee member must:

- declare an interest before discussion begins on the matter
- withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- not be counted in the quorum for that part of the meeting
- withdraw during the vote and have no vote on the matter

## 9. Records & Accounts

The committee must keep proper records of:

- all proceedings at general meetings
- all proceedings at committee meetings
- all reports of sub-committees

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

The committee must notify the Charity Commission promptly of any changes to the association's entry on the Register of Charities

## 10. Notices

Notice of any general meeting of the association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the association to its members.

Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.

The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.

A technical defect in the giving of notice which the members or committee members/trustees are unaware of at the time does not invalidate decisions taken at a general meeting.

## 11. Amendments

This constitution may be amended at a general meeting of the association by a two-thirds majority of the votes cast but:

The members must be given 14 clear days' notice of the proposed amendments

## 12. Dissolution

The association may be dissolved either upon the closure of Castle House School or by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the association.

The net assets shall not be distributed among the members of the association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the committee.

If it is not possible to dispose of assets as described above then the assets can be given to another charitable cause provided that the cause is within the objects of the association.