

Hunsley Primary Parent Partners

Constitution

1. The Association

The Association shall be known as the **Hunsley Primary Parent Partners**

Aim of the Association

The aim of the Hunsley Primary Parent Partners is to complement and enrich the educational and social experiences of the pupils of Hunsley Primary and in the achievement of this aim, the Parent Partners may be involved in the following:

- a) Engaging in planning and supporting wider curriculum activities which complement the school provision;
- b) Developing interactions between the school, families and the local community through events or activities;
- c) Engaging in activities which support the social experience and wellbeing of the pupils attending the school;
- d) Providing or assisting in the provision of additional facilities, resources, opportunities and materials which are not provided as core by the school; for example, fund raising;
- e) Provide practical and reputational support to the school in positively promoting and publicising the school's events and activities, the children's achievements in these, and opportunities relating to the school, upholding the school's vision, values and ethos.

2. Membership

The Members of the Association shall comprise all parents / carers of children attending the school and staff employed at the school.

The Association operates as a separately constituted organisation.

3. Remit of the Association

The Association shall have the remit to do the following in furtherance of the above aims of the association:

- 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 the General Committee in establishing and administering the charity and funds of the Association;

c) to be reimbursed from the funds of the Association for operational costs incurred meeting the purposes of the Association, via the processes of the treasurer or vice treasurer;

d) to commission and pay proper and reasonable remuneration to service providers whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association

e) to establish and operate both current accounts and deposit accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by fewer than two Office Bearers of the General Committee, one of whom must be the Treasurer or Vice Treasurer.

4. Office Bearers of the General Committee

A - Chairperson

B - Secretary

C - Treasurer

D - Vice Treasurer

The Head of Hunsley Primary or representative will attend as a non-elected seat on the General Committee.

The Office Bearers will be elected by the General Committee at the first meeting after the AGM. Office Bearers will hold office for two years, being eligible for re-election.

Where an Office Bearer's position becomes vacant during the normal term of office the 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 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 General Committee members. Copies should be made available to the parents and staff and to any member of the Association who requests them.

5. General Committee

The business of the Association shall be managed by a General Committee of no more than 5 other additional Members, consisting of

E - 4 parents

F – 1 additional school member of staff (or representative)

Members of the General Committee shall be elected at the AGM from a pool of volunteers. All Association Members shall have one vote each. They shall be elected for a period of 3 years or until the AGM immediately following three years' service should they join mid-term. No one may stand for re-election within 1 year of their leaving the Committee.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Where a member of the Committee fails to attend regular 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.

Meetings of the General Committee shall be held as required during term time. At all meetings of the General Committee, four General Committee Members, at least two of whom are Office Bearers, including the Head Teacher (or representative), shall form a quorum.

6. Annual General Meetings

The Annual General Meeting (AGM) shall be held in the within the first half of the autumn term each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:-

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) appointment of an independent examiner of the Accounts
- d) receipt of reports of the Office Bearers in the agreed format
- e) election of members to serve on the Committee
- f) discussion of motions received

At all Annual General meetings, the quorum shall consist of no less than 5 members of the Association, at least two of whom are Office Bearers, including the Head Teacher (or representative).

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 the signatures of three named Committee members.

The Treasurer and Vice 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 August in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

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.

8. 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.

9. 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 in line with the Hunsley Primary vision, values and ethos, this decision must be made by a majority vote from the Committee, voting in person.

Any remaining funds following dissolution should then be distributed for the benefit of the children at the school.