

Charlton Horethorne C of E Primary School

Friends of the School Association (FSA) Constitution

Aims

- to promote close co-operation and communication between parents and teachers
- to study and discuss matters of mutual interest relating to the education and welfare of pupils
- to engage in activities and fund raising which support and advance the education of pupils attending the school

Committee Membership

Anyone who has an interest in the school can become a member, this includes parents, carers, teachers, governors and interested parties.

Parents of children at Charlton Horethorne Primary are all members of the FSA, but it is up to the individuals as to whether they wish to become active members.

Active members have a voting right.

The FSA share a common purpose working with the school and local community to make a difference for our children. The FSA supports the school by fund raising to pay for events and equipment.

The committee is supported by the school and parents/carers are encouraged to get involved at whatever level they feel able – whether it is taking on a specific role in the committee, attending meetings, helping to organise events or simply getting involved with our events as and when they happen.

There is a central committee that is elected each autumn term that comprises Chair, Secretary and Treasurer.

We have strong links to the local church and the village community; we feel this strengthens community cohesion.

We hope that all new parents will actively support the FSA as it is a good way to become more involved with their children's school and to make new friends.

The FSA is a registered charity and files accounts with the Charities Commission.

Annual General Meeting

The Annual General Meeting (AGM) shall be held in the autumn term of each year. The notice calling the meeting shall be sent to the members of the FSA

at least two weeks in advance.

The AGM business includes:

- the work of the FSA
- approval of the accounts
- election of members to serve on the FSA

Standard Meetings

There are typically two standard meetings per school term, but this can be altered as the Chair sees fit in order to assist the aims of the group.

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

All FSA meetings shall be open and anyone may attend.

All FSA meetings will be considered quorate if there are a minimum of 5 people present and has the Chairperson, and the Treasurer or Secretary present. If the Chairperson is not present, both the Treasurer and Secretary should be present.

The quorum is only valid if all the FSA Committee members have been informed of the meeting, and sent notice of the items of business, in advance.

The FSA Committee or 5 of the members shall have power to call an Extraordinary General Meeting (EGM) if deemed necessary.

FSA Membership

Members of the FSA Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The Committee office bearers will be Chairperson, Secretary, Treasurer and such others as required.

Should an office bearer step down during the year, a replacement can be appointed at a standard FSA meeting without having to call an EGM or waiting for the AGM.

Each member of the FSA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member. The Secretary is also responsible for circulating the agenda prior to meetings and producing meeting and event notices as required.

Finance

The funds of the FSA shall be lodged in a bank, building society or other account in the name of the FSA. Cheques shall be drawn or withdrawals made against the signatures of at least two named FSA members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the FSA. The books shall be brought to balance before the AGM and signed off by the Chairperson at the AGM. The FSA Financial Year runs from 1 October to 30 September. The Chair is required to understand the reconciliation from bank account statements to the accounts in order to sign them off.

A brief outline of the financial situation shall be prepared and presented by the Treasurer at each FSA meeting and any member can request a copy of the accounts.

The Treasurer is responsible for publishing the accounts within 2 months of year-end by two means:

- on the FSA section of the school website
- via the Charities Commission website

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

The FSA has an 'Agreement for FSA Expenditure' which outlines what funds can be spent and for what purpose (see Annex A). The FSA can vote to amend this agreement as necessary in order to achieve the aims of the group.

Changes 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.

Dissolution

In the event that the FSA ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.

Charlton Horethorne Church of England Primary School – Friends of the School Association (FSA)

Agreement for FSA Expenditure

Any request to finance specific projects via FSA funds should:

- be made directly to the chairperson or secretary
- be discussed and agreed at an FSA meeting

The only exceptions to this include:

- Children's Christmas presents (to a maximum of £100, unless agreed otherwise at an FSA meeting)
- Easter eggs for children (to a maximum of £25, unless agreed otherwise at an FSA meeting)
- Year 6 Leavers funds (extending to a maximum of £10 per child for a farewell event and £5 book token per child, unless agreed otherwise at an FSA meeting)
- Expenses for fund raising events that have been agreed prior to the expense being incurred
- Contributions towards school trips (extending to a maximum of £200 unless agreed otherwise at an FSA meeting)
- Food and bedding provision for the school guinea pigs as required
- Standard FSA expenses including PTA membership and Local Government Lottery Application
- In order to retain some flexibility and practicality, items of £50 or under that have been agreed by the Chairperson, Secretary and Treasurer and one other FSA member can be agreed when it is not practical to take them to an FSA meeting due to timing constraints. All FSA members will be notified of such agreements by email

FSA meetings will be considered quorate if there are a minimum of 5 people present and has the Chairperson, and the Treasurer or Secretary present. If the Chairperson is not present, both the Treasurer and Secretary should be present.

Agreement to spend funds will be made on a majority vote.

Members will be notified in advance of meetings of items for funding consideration by way of the meeting agenda. Members that cannot attend a meeting where they wish to support or object to an item, should ask a specific individual who is attending the meeting to make their agreement or objection known at the meeting. Members who do not express an opinion will be deemed to have abstained from the item.

At least one FSA meetings will be held per school term. The date of the next meeting will be agreed at the previous meeting. Extraordinary meetings can be called if required, but Members can expect one week's notice of such events.