

# CONSTITUTION.

## FRIENDS OF GOONHAVERN SCHOOL (REGISTERED CHARITY NO. 1112507)

1. The name of the Association shall be the Friends of Goonhavern School (FROGS).
2. The objective of the Association is to advance the education of the pupils of the school by assisting in the provision of facilities for the education at the school (not normally provided by the Local Authority). As an ancillary thereto and in furtherance of this objective the Association may:
  - a. foster more extended relationships between the staff, parents and others associated with the school.
  - b. engage in activities that support the school and advance the education of the pupils attending it.
3. The Association shall be non-political.
4. The President of the Association shall be the Head Teacher.
5. Membership - all parents and guardians of pupils and all staff are members and are eligible to hold office, serve on the committee and to vote at the A.G.M. Former eligibility ensures continued entitlement to be a member of the Association.
6. The management and control of the Association shall be vested in a committee which shall consist of the following:
  - a. Chairperson
  - b. Vice-chairperson
  - c. Honorary Treasurer
  - d. Secretary
  - e. One representative of the school staff (ex-officio – to be nominated by the President)
  - f. At least five other members (three of which to be elected at A.G.M.)
  - g. President – ex-officio
7. The Annual General Meeting (A.G.M.) of the Association shall be held in the Autumn term of each year. At the A.G.M. the meeting shall be taken by the Chairperson, or in his/her absence by the Vice Chairperson. The following posts shall be elected:
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Honorary Treasurer
  - d. Secretary

Officers will hold the same office for one year only.

8. 10% of members shall constitute a quorum at the A.G.M.
9. Six members of the said committee shall constitute a quorum for the committee.
10. At the first committee meeting held immediately after the A.G.M. the committee shall elect further officers from amongst its members.
11. Committee meetings shall be held at least once each term at such times as the committee shall direct.
12. The committee shall have the power to co-opt up to three members, and to appoint any sub-committees and shall prescribe the function of any sub-committees. Additional meetings may be held by sub-committees of the Association as deemed necessary.
13. Casual vacancies on the committee may be filled by the committee by co-option. Any person so co-opted shall serve only whilst the person whose place they have filled would have served.
14. A Special General Meeting (S.G.M.) shall be convened by written request from TEN members of the Association to the Secretary, Chairperson or President of the Association. Such a meeting will be held within THIRTY days of the request. Agenda and motions submitted shall be circulated to all members seven days prior to the meeting.
15. No alteration of the rules may be made except at the A.G.M. or S.G.M. called specifically for this purpose. No alteration shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.
16. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the A.G.M. In accordance with the Schools Financial Value Standard, all transactions must be authorised by the Chairperson or Vice-Chairperson, and then processed by the Honorary Treasurer before submission for cheque signature.
17. The Honorary Treasurer will submit to the A.G.M. a Financial Plan for proposed expenditure during the forthcoming academic year, for approval by the Association. Once ratified at the A.G.M., this Financial Plan acts as authority for expenditure throughout the financial year. Any expenditure not on the Financial Plan will need approval at the next A.G.M. or at a S.G.M.
18. The banking account shall be in the name of the Association on the signature of any two of the following:
  - a. Chair of Governors
  - b. School Business Manager
  - c. Committee Member
19. An auditor, not being a member of the committee, shall be appointed annually at the A.G.M. to audit the accounts of the Association.

20. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the school for the benefit of the children of the school in any manner which is exclusively charitable at law.
21. Any assets received from another organisation will be ringfenced for use in the appropriate area of the school curriculum such as EYFS, KS1, KS2 or specific subject area.
22. The Association shall take out Public Liability Insurance to cover all its meetings and activities.
23. Any matter not provided for in the Constitution shall be dealt with by the committee, whose decision shall be deemed final.
24. The President (Headteacher) shall have the ultimate decision on all matters.
25. Changes to this Constitution document can only be made with the agreement of the three Trustees. Details of all changes to the Constitution should then be forwarded to the Charity Commission.