

**Whitchurch Primary School and Nursery**  
**Friends of Whitchurch Parent Staff Association**  
**Constitution**  
**Academic Year 24/25**



**Name:**

The name of the association is Friends of Whitchurch. The Association will be non-political and non-sectarian.

**Purpose;**

The purpose of the Association is to support the quality of education offered by Whitchurch and to enhance the opportunities for the pupils by;

- a) Promoting the continual development of the community spirit involving both parents and children
- b) Promoting the partnership between school and home
- c) Promoting activities which support the school
- d) Through fund raising enable staff to advance the educational and enrichment opportunities of the pupils across the school

**Powers;**

- The Association has the power to do anything considered to be in keeping with the “Purposes” including raising, holding, investing, spending and distributing funds.
- The committee shall be bound by decisions of the Community Committee Meeting and shall report their activities to the Community Committee Meeting.

**Membership;**

**Community membership** is automatically granted to parents or guardians of children attending the school/ nursery and staff.

**Associate membership** is open to individuals who are interested in promoting the “Purposes” above. (these might include alumni staff or parents)

**Designated (Staff) Member of Whitchurch** would be part of the committee and help with promoting the purposes of FoW within the school.

**Committee Members** of Friends of Whitchurch are required to conduct the business of the association in a manner that puts the interests of the school and the wider membership first. Any concerns or issues between meetings should be addressed in private to the chair or vice chair or brought up formally at the next meeting. *(4 Trustees + 16)*

**Trustees** of Friends of Whitchurch will be elected annually at the Annual General Meeting and shall hold the following position: Chair, Vice-Chair, Secretary and Treasurer. *(4)*

**General Meetings**

The Annual General Meeting (AGM) shall be held in Autumn each year. The notice calling the meeting shall be sent to Community Members at least 2 weeks in advance of the meeting. The business shall include:

- A review of the previous year's activity
- The approval of the accounts
- The appointment of the Auditor (If applicable)
- Any business submitted by the Committee or by Community Members
- Election of Trustees and members to serve on the committee
- Setting the maximum level of discretionary expenditure as set out in 'Finance' below

Items for the agenda for the AGM can be submitted prior to the meeting by any Community Member. There will be a minimum of one Community Committee Meeting per academic year. The Committee will have the power to call an Extraordinary General Meeting or Community Members who number at least 10% of the parent body may call an EGM. Notice of the meeting specifying the business to be transacted, shall be sent to Community Members not less than 2 weeks in advance of the meeting. Only the business stated in the notice calling the meeting may be transacted at the meeting.

At all General Meetings voting shall be on the basis of one vote per Community Member present. Resolutions shall be carried by a simple majority, except when any change is to be made to the Constitution or the clause on Dissolution. In this situation the clauses Alteration to the Constitution and Dissolution apply. Associate Members have no vote at General Meetings.

**The business & further membership details of the Association**

- Committee consisting of not less than four and not more than twenty members, including the Trustees. Election of members of the Committee takes place at the AGM in accordance with General Meetings clause above. The

proceedings of any meeting shall not be invalidated by any accidental omission to give notice of the meeting to, or the non-receipt of a meeting by, a member

- Associate Members shall not be eligible for election to the Committee or Trustee positions but may be co-opted. There may be up to a maximum of two Associate Members.
- Elected members of the Committee must resign two years' after election but are eligible for re-election or co-option. No member shall serve more than three years (including periods of co-option) unless the members in the AGM vote to extend the period of an individual's service on the Committee.
- The Trustees of the Association are the Chair, Vice Chair, Secretary and Treasurer. The Trustees are voted by the Committee members at the AGM and remain in office until the next AGM after their term finishes.
- In the event where a re-election means the forming of a brand new group of trustees, there shall be a suitable handover period.
- If there are more members who wish to join the committee than the constitution allows, the Trustees will need to select who is appointed.
- Between AGM's, any vacancies on the Committee may be filled by co-option by the Committee. Co-opted members shall retire at each AGM however can be elected or co-opted again.
- The Committee may delegate specific tasks to a sub-committee (sub-committee consisting of community members) when required. If a sub-committee requires external input they need to obtain approval from three of the Trustees.
- The Committee has the power to appoint specialist or professional advisers as appropriate who may attend meetings, however they are not allowed to vote.
- A member of the Committee failing to attend three consecutive meetings without a valid reason will be considered to have resigned. However, the Trustees can override this clause.
- An elected member of the Committee whose child has left the school must resign at the next AGM. However they can continue as an Associate Member if the Committee invite them and there is a vacancy.

### **Committee Meetings**

Meetings of the Committee will be held at least once a term and are usually arranged at the previous meeting. The Chair or half of the Committee Members can call additional meetings. At all meetings there needs to be 50% of the Committee in attendance to form a quorum to pass decisions. Each member of the Committee has one vote. Resolutions are made by a simple majority vote of those present. In the event of a tie the Chair's decision is final. The Secretary will take accurate minutes of all meetings and will make these available. A copy of all minutes shall be on file held by the Secretary and shared on the Friends of Whitchurch section of the school website.

### **Finance**

The funds of the Association must be lodged in a bank or building society in the name of the Association. The signatures of the Treasurer and one other Trustee are required for any withdrawals. The Treasurer is responsible for keeping accurate books recording the financial transactions of the Association. The books shall be brought to balance by 30 June annually and an auditor appointed at the AGM shall audit the accounts (If applicable). The auditor cannot be a member of the Association. The audited accounts will be submitted at the AGM for adoption. (If applicable)

Friends of Whitchurch funds can only be allocated in support of the "Purposes" above. Staff or Community members wishing to make applications / bids for Friends of Whitchurch funding do so using the agreed "Funding Form" which should be submitted to the treasurer prior to committee meetings. The Committee should agree approval of all bids with no less than +50% approval rate. If necessary, however, the Treasurer and Chair or Vice Chair can authorise expenditure up to a maximum amount of £100 determined at the first committee meeting of the year. Committee members will be informed of all/any expenditure under £100.

Requests for reimbursement of approved costs/expenses incurred on behalf of the Association must be submitted to the Treasurer with relevant receipts. Reimbursements will be paid by cheque/cash/bank transfer. All expenditures must have a completed expense form attached to receipts of purchase, however must be agreed with the treasurer prior to any purchases.

### **Alterations to the Constitution**

No alterations or additions can be made to the constitution except at an AGM or EGM called for this purpose.

- The proposed change(s) must be advertised at least two weeks in advance of the meeting
- The changes must be approved by at least two thirds of those present who are entitled to cast a vote
- A quorum at this meeting shall consist of any Community Member.

### **Dissolution**

The Association may be dissolved at an EGM called for this purpose.

- The notice must be sent to the members at least 4 weeks in advance of the meeting.
- The decision to dissolve must be approved by at least two thirds of those present who are entitled to cast a vote

- A quorum at this meeting shall consist of 10% of the Community membership
- Any assets remaining on dissolution of the Association will be disbursed firstly to Whitchurch Primary School and Nursery and failing that to a charity.

### **Definitions**

**Association/Friends of Whitchurch** – is the body of parents and carers of children and staff in the school and nursery

**Community Member** – every parent or carer in the school or nursery and member of staff

**Committee Member** – a non-office bearing member of the committee who has been elected by the community members

**Associate Member** – is not a parent or carer but someone who wishes to support the 'Purpose' above

**Designated (staff) member of Whitchurch** – is any staff member at Whitchurch. Maximum of two staff members will be part of the committee, without voting rights on allocation of funds.

**Trustee** – are members of the committee who have been elected by committee members to fulfil the following specific roles: Chair, Vice Chair, Secretary and Treasurer

**AGM** – Annual General Meeting to be held once a year in Autumn Term

**EGM** – Extraordinary General Meeting called by Community members or Committee Members