

ST THOMAS OF CANTERBURY C.E. JUNIOR SCHOOL PARENT TEACHER ASSOCIATION
CONSTITUTION

1. Name of the Association

The Association shall be known as 'Brentwood St. Thomas of Canterbury C.E. Junior School Association.'

2. Aims of the Association

The objectives of the Association are to advance the education of the pupils at the school, in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school.

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

3. Membership

Members of the Association are the parents, guardians or carers of any pupil currently attending the school, plus teaching and non-teaching staff currently employed by the school. All are eligible to vote and be elected to the committee.

4. Committee

The minimum number of committee members shall be 4 consisting of a Chair, a Secretary, a Treasurer and a Head Teacher ex-officio. All voting members of the Association are eligible for election to the committee.

4.1 All members of the committee are trustees of the charity and have control of the Association, its property and funds.

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

4.3 All committee members must be members of the Association.

4.4 Committee members shall have the power to co-opt vice-committee members. Co-opted vice-committee members shall serve until the date of the next AGM.

- 4.5 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 are received before the AGM, any member present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.
- 4.6 A committee member automatically ceases to be a committee member if they:
- 4.6.1 Cease to be a member of the Association.
 - 4.6.2 Resign by written notice to the committee but only if at least 2 committee members remain in office.
- 4.7 All committee members shall be entitled to reimbursement of reasonable expenses incurred in the administration of the Association.
- 4.8 The committee must hold at least 3 meetings every academic year.
- 4.8.1 The Chair is in charge of the committee meeting. If the Chair is unable or unwilling to do so, another committee member chosen by the members present, will be in charge of the committee meeting.
 - 4.8.2 Every member has 1 vote on each issue, except for the Chair who has a second or casting vote if a vote is tied.
 - 4.8.3 Every decision may be made by a single majority of the votes cast at the committee meeting.
 - 4.8.4 A quorum at a committee meeting is 50% of the total number of committee members.
- 4.9 The committee members have the following powers which may be exercised only in promoting the Association's purpose:
- 4.9.1 To publish and distribute information.
 - 4.9.2 To raise funds (but not by means of permanent trading).
 - 4.9.3 To take out public liability and personal accident insurance to cover meetings and activities.
 - 4.9.4 To obtain and pay for goods and services as are necessary for carrying out the work of the Association.
 - 4.9.5 To consult parents on their views.
 - 4.9.6 The committee shall, in agreement with the head teacher, organise the raising of funds and have the power to dispense funds on behalf of the Association. They shall open and operate bank and other accounts as they consider necessary. The authority to dispense funds can be signed by any 2 members of the committee.
 - 4.9.7 To do anything within the law that promotes the aims of the Association. The head teacher's consent is needed for any activity in the school premises.

5. Annual General Meeting

- 5.1 All members are entitled to attend an Annual General Meeting (AGM) of the Association.
- 5.2 The Association must hold an AGM within 12 months of the date of the adoption of the constitution. Thereafter an AGM must be held in each subsequent year and not more than 15 months must elapse between successive AGM's.
- 5.3 An AGM will be called by giving 21 clear days written notice. The notice should specify the date, time and location as well as give an overview of the agenda.
- 5.4 The Chair or (if the Chair is unable or unwilling to do so), another committee member is in charge of the AGM.
- 5.5 Every issue at an AGM is decided by a majority of votes cast by the members present at the meeting. Every member has 1 vote, except for the Chair who has a second or casting vote if a vote is tied.
- 5.6 There is a quorum at an AGM when the total number of members present (including committee members) is at least twice the number of committee members in office at the start of the meeting.
- 5.7 At an AGM the members:
 - 5.7.1 Receive the accounts of the Association for the previous financial year.
 - 5.7.2 Receive the committee's report on the Association's activities since the previous AGM.
 - 5.7.3 Review and agree all policies followed by the Association.
 - 5.7.4 Elect the committee members for the following year.
 - 5.7.5 Deal with any other business.

6. Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called for special or extraordinary reasons. An EGM can be requested by the committee or requested in writing by 10 or more members of the Association. The committee must call an EGM within 21 days of the request being received, advising the issue that needs to be discussed. An EGM follows the same rules for attendance, voting, control and quorum as an AGM.

7. Virtual Meetings

It is expected that scheduled meetings will be face to face. However, in unusual or unprecedented circumstances, meetings may take place via telephone or video conference as long as the usual quorum of committee members are 'present'.

If a meeting takes place virtually, every effort will be made to enable all committee members access to the meeting. A virtual meeting should follow the same procedures as face to face meetings, in particular with regards to notice, agenda and minutes.

No recording of a virtual meeting may be made without the approval of the committee and may only be done for a specific purpose.

8. Change of Constitution

The constitution may be amended at an AGM or EGM of the Association by two-thirds majority of the votes cast. The members must be given 21 days' notice of the proposed amendments.

No amendment is valid if it would make a fundamental change to the aims of the Association (2) or dissolution clause (9) which would cause the Association to cease to be a charity.

A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.

9. Accounts and Records

9.1 The financial year for the Association shall be from 1st September to 31st August.

The committee must comply with the requirements of the Charities Act 2011 as to the keeping of any financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

9.1.1 Annual reports.

9.1.2 Annual returns.

9.1.3 Annual statement of accounts.

9.2 The committee must keep proper records of all proceedings at general and committee meetings.

9.3 Annual reports and statements of accounts relating to the Association must be made available for inspection by any member of the Association.

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

9.5 The committee must keep and maintain a Register of Business Interests of any committee members.

10. Dissolution

The Association may be dissolved by a resolution passed by a two thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose, or by the Head Teacher and/or Chair of Governors of the school.

The committee members must notify the Charities Commission promptly that the Association has been dissolved and must comply with any requests from the Charities Commission.

11. Disposal of Assets upon Dissolution

Any remaining assets held by or in the name of the Association, after satisfying any debts and liabilities, 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.

I certify that this is a true copy of the constitution for the Brentwood St. Thomas of Canterbury C.E. Junior School Association. This constitution has been formally adopted at an Extraordinary General Meeting held on DD/MM/YY for that purpose.

Name Samantha Beanyman

Signature S Beanyman

Position Chair

Date 17.09.21

Witness Name Victoria Penfold

Witness Signature V. Penfold

Position Treasurer

Date 17/9/21