

FPSA Constitution, Committee roles and responsibilities

Committee structure

The key elements of the structure of the association are the:

- Constitution (governing document)
- members
- committee
- trustees

Constitution

This document establishes the fundamental rules by which the association is governed and describes:

- the aims of the association and its powers
- its membership
- the size of the committee and how members are elected
- the need for an Annual General Meeting

Needed in order to register as a charity.

FURNEUX PELHAM SCHOOL ASSOCIATION

CONSTITUTION

1. The name of the association shall be "Furneux Pelham School Association" (the "Association").
2. The object of the Association is to advance the education and wellbeing of the pupils in Furneux Pelham School. In furtherance of this object the Association may:
 - a. develop more extended relationships between the staff, parents and others associated with the school;
 - b. engage in activities which support the school and advance the education of the pupils attending it; and
 - c. provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
- 4 The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
- 5 Membership of the Association shall consist of all parents and/or guardians of pupils attending, and all teachers, at Furneux Pelham School who shall confirm in writing at any time to the Committee that they wish to be a member and such membership shall subsist until the earlier of the date on which (i) they cease to be a parent or guardian of pupils attending Furneux Pelham School or a teacher at Furneux Pelham School (ii) they confirm in writing that they no longer wish to be a member of the Association or (iii) membership is removed by the Committee pursuant to clause 6.
6. The Committee may, acting reasonably, exclude any person from membership of the Association or from attending an event where their presence at or support of the school is deemed a danger to the school or its pupils or staff or that it might bring the Association into disrepute.



7. The management of the Association shall be vested in a committee consisting of the following Officers: Chair, Secretary, Treasurer together with no more than ten members, one of which shall be the Head teacher (the "**Committee**").

8. The Officers and Committee shall be elected at the Annual General Meeting (AGM) and shall serve until the election at the next AGM.

9. Four members of the Committee (to include all of the Officers) shall constitute a quorum.

10. The Committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such subcommittees shall be reported to the Committee as soon as possible and provided further than no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

11. Committee meetings shall be held at least once each term.

12. The AGM shall be held during the Autumn Term. At the AGM, the chair shall be taken by the outgoing Chair or in his/her absence an appointed member of the outgoing Committee.

13. Nominations for the Officers and Committee shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.

14. In the event of any vacancies after the AGM,

- (a) in the case of members, the Committee shall have the power to co-opt as many further members as necessary to complete the complement until the following AGM; and
- (b) In the case of Officers, the Committee may, at their discretion, opt to fill the vacancy 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.

15. 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 Committee reserves the right to ask the member to step down.

16. Special General Meetings (SGM) may be called by written request of a minimum of one third of the Committee.

17. Thirty days' notice shall be given of any SGM to all members of the Association.

18. Each member of the Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have the deciding vote which shall be used only in the event of a tie.

19. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial report to all Committee meetings, and shall present the accounts for approval by the members at the AGM. These accounts may be reviewed by an independent party as and when required.

20. Bank accounts shall be operated in the name of the Association and withdrawals shall be made by the Treasurer with the approval of the Chair.

21. The financial year shall commence on the 1st September.

22. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.

23. The Head teacher or Deputy Head teacher shall have the ultimate decision on all education matters.

24. No alteration to this Constitution may be made except at the Annual General Meeting or Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of The Charity Commission to clauses 2, 24 and 25 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two-thirds of the members present and voting at an AGM or SGM.

25. The Association may be dissolved by a resolution presented at a SGM called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

Trustees

FPSA – registered charity 1056440

As FPSA association is a registered charity all the elected committee members (Officers and Ordinary) automatically become Trustees of the association (charity) and have a legal duty to ensure that the association (charity) acts lawfully and is managed properly.

Committee roles - Chair

The Chair provides leadership for the committee, ensuring the Committee fulfils its role in respect of governance of the association

Key responsibilities:

- ensure committee is ran in line with the constitution
- set the agenda for meetings, liaising with the Secretary
- welcome and involve new members
- ask for apologies for absence
- approve minutes of the last meeting
- ensure that the agenda is followed and all business is covered
- agree a date for the next meeting
- call the meeting to order when it is time and close the meeting
- write the annual report, liaising with the Secretary
- apply or arrange for others to apply for appropriate licenses
- sign cheques for the PTA with one other elected committee member

Committee roles - Secretary

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school.

Key responsibilities:

- deal with correspondence
- write up the minutes of meetings

- prepare agendas
- call meetings - giving plenty of notice
- distribute minutes to all the committee
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in the constitution)
- co-sign cheques as required
- applies for necessary licenses

Committee roles - Treasurer

All the committee members have equal responsibility for the control and management of the funds however the Treasurer plays an important part in helping the committee carry out these duties properly.

Key responsibilities:

- maintain accurate and detailed financial records
- prepare and co-sign cheques as required
- present a financial report at each meeting
- provide and account for cash floats at events
- liaise with the bank
- charity registration and Gift Aid
- make approved payments
- pay agreed expenses
- consults with the bank or building society regarding the availability of higher rate interest accounts
- prepare annual accounts
- count and bank monies
- ensure the committee has agreed appropriate procedures for the handling of financial matters

Other points:

All committee members should be Disclosure and Barring Service (DBS) checked. This is not only to safe guard the children in the school but it is also a requirement of the Charities Commission that all trustees of a children's charity should be DBS checked.

PTA UK

Is a national network for school associations. We pay an annual subscription. Everyone can create their own login. You just need our membership number - 13453. It contains helpful information on running a PTA, events and local forums.

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