

Scholar Green Primary School Parents Association



1. Name

The name of the Association shall be the Scholar Green Primary School Parents Association (hereinafter referred to as "The Charity").

2. Objectives

The objectives of The Charity are to advance the education of pupils in the school by:

- Developing effective working relationships between the staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the pupils' education.
- To provide a forum for discussing matters of mutual interest concerning the welfare and education of the children attending Scholar Green Primary School.

3. Membership

Membership of The Charity shall be open to all parents, guardians and family members of children currently attending Scholar Green Primary School, and all teaching and non-teaching staff currently employed by the school.

4. Meetings

- a) **Annual General Meeting (AGM):** The AGM shall be held annually, typically during the Autumn term. At least seven (7) days' written notice of the AGM, specifying the date, time, and venue, shall be given to all members. The AGM shall:
- Elect Committee members (as outlined in Section 5)
 - Receive and approve reports from the outgoing Committee members
 - Discuss and approve the annual budget
 - Consider any other matters properly brought before the meeting
- b) **Committee Meetings:** The Committee (as outlined in Section 5) may hold meetings at such times and places as it deems necessary. Notice of such meetings shall be given to all Committee members at least three (3) days in advance.
- c) **Extraordinary General Meetings (EGMs):** An EGM may be convened by the Committee or upon a written request signed by not less than 5 members of The Charity. At least seven (7) days' written notice of the EGM, specifying the date, time, venue, and purpose of the meeting, shall be given to all members.

5. Committee

- a) The Committee of The Charity shall consist of a Chairperson, Deputy-Chairperson, Secretary, Treasurer, and other roles as the Committee deem necessary.
- b) The Committee members shall be elected at the AGM and shall hold office for a term of one (1) year and may be re-elected for subsequent terms.
- c) The Committee is responsible for the management of any policies and procedures associated with the running and management of The Charity

d) The duties of the Committee shall be as follows:

- **Chairperson:** Presides over all meetings of The Charity and the Committee.
- **Deputy-Chairperson:** Assists the Chairperson and assumes their duties in their absence.
- **Secretary:** Prepares and distributes minutes of all meetings, maintains membership records, and deals with all correspondence.
- **Treasurer:** Manages The Charity's finances, keeps accounts, and presents financial reports to the Committee and AGM.

6. Voting

All members present and in good standing shall be entitled to vote at duly constituted meetings of The Charity. A simple majority of those voting shall decide all matters.

7. Finance

- a) The funds of The Charity shall consist of membership subscriptions (if applicable), donations, and any monies raised through fundraising activities.
- b) All monies received by The Charity shall be used solely for the benefit of the school and its students, in accordance with the objectives of The Charity.
- c) The Treasurer shall keep proper accounts of all income and expenditure, and present financial reports to the Committee and AGM.

8. Amendments

Amendments to this Constitution may only be made at the AGM or an EGM. Any proposed amendment must be submitted to the Secretary at least seven (7) days before the meeting.

9. Dissolution

In the event of The Charity being dissolved, any remaining assets shall be donated for the benefit of the school, as decided by the Committee. This will be in accordance with the Charity Commission's <https://www.gov.uk/guidance/how-to-close-a-charity>

10. Governing Law

This Constitution shall be construed in accordance with the laws of England and Wales.

11. Version Control

Version	Description	Author	Date
0.1	Initial Draft, in preparation for the re-launch	Kelly Harrington	16/07/2024
0.2	Updated following review by the Committee	Kelly Harrington	16/07/2024
0.3	Updated following further review by the Committee	Kelly Harrington	16/07/2024
1.0	Final changes and ratified by the Committee	Kelly Harrington	16/07/2024