***St Margaret’s School, Toppesfield***

**Friends of St Margaret’s (FOSM)**

**Constitution**

**What is a Constitution and why is it important to have one?**

* A constitution is a guide and set of rules. It provides an “instruction manual” for a group of people (also known as a committee) who support the aims and objectives of the Association, to help run it efficiently, openly and fairly
* People outside the school, and especially potential funders, want to see that the Association operates in a democratic and accountable way. This involves having clear and transparent procedures and systems by which decisions are made, recorded and acted upon
* Having a clear guide and set of rules helps to ensure that both members of the committee and anyone else involved with the Association have a clear understanding of what jobs are needed be done and everyone’s responsibilities in carrying these out
* A guide also serves as a point of reference to help resolve any problems, questions or misunderstandings that should arise.

**The name of the Association:**

The registered name that will be used is ‘The Friends of St Margaret’s C of E Primary School’, abbreviated to The Friends of St Margaret’s (FOSM) for everyday use.

**Membership**

Membership is open to Parents/Guardians, Teachers, Governors and members of St Margaret’s C of E Primary School.

**Management**

1. Committee

• To consist of a minimum of 5 members

• To be proposed at the Annual General Meeting (AGM)

• Quorum to be two officers and three committee members

• Committee meeting should be held at least once each term

2. Officers to consist of :

• Chair

• Vice Chair

• Secretary

• Treasurer

To be elected at the AGM. No individual may hold Office of the Chairmen, Secretary or Treasurer of the Association for more than two years unless there is a lack of members willing to undertake the role.

**Annual General Meeting**

The Association AGM will be held during the first half of the autumn term and will be chaired by the current Committee Chairperson or in his/her absence, the Vice Chairperson.

**Aims**

The principal role of The Friends of St Margaret’s is as a fund-raising body to organise events and activities to broaden the scope of educational experiences available to all children at the school.

**Objective**

To promote partnerships between the staff, parents, community and others associated with the school.

To engage in activities or providing facilities or equipment which support the school and advance the education of the pupils attending it.

**Operational Guidance for FOSM’s:**

1. The Association will be non-party political and non-sectarian.

2. The Association will strive to be inclusive in all its activities and communications with school’s members.

3. To this end, written items (notices, newsletters, notice boards etc) will be in plain English and in clear text at an appropriate size.

4. The layout of written material will take into consideration the cultural background of the members of the school.

5. Where possible, translations will be used and representatives of different minority cultural groups will be asked to assist with communications.

6. The Committee will be mindful of different cultural views, ideas and beliefs and will aim to be representative in its membership of the different groups who attend St Margaret’s.

7. The Association will ensure that appropriate Public Liability and Personal Accident Insurance is in place whilst on school premises to cover its meetings, associated activities and events, the members and the Committee.

8. Appropriate Risk Assessments will be in place for activities undertaken.

9. Association membership will consist of all the parents and/or carers of pupils attending St Margaret’s School, teachers and all non-teaching staff, governors who will be known as the Association members.

10. A vote of no confidence in a current Committee member can be raised in a meeting of the Committee and must be supported by a majority of Committee members voting.

11. The Committee may set up sub-committees as it feels is necessary and will clearly define their function. All actions and decisions of any such sub-committee will be reported to the Committee as soon as possible. No sub-committee will have the authority to spend Association funds unless previously agreed by the Committee.

12. Committee member nominations will be proposed and seconded by Association members and must have the consent of the person being nominated (the nominee).

13. Committee member nominations may be made at any time prior to the commencement of the AGM.

14. Fourteen days notice must be given of any Special General Meeting to all members of the Association.

15. The Treasurer will be responsible for keeping account of all Association Income and Expenditure and will present a financial report (verbal or written) at all Committee meetings and a record of accounts for approval by the Association members at the AGM.

16. All Association funds will be held in its own bank account and withdrawals will be made on the approval of the Chairperson and one other officer. The Association’s financial year will run from 1st September to 31st August, in line with the academic year.

17. Any issue not covered in the Constitution and concerning the organisation and activities of the Association will be dealt with by the Committee whose decision will be final.

18. No alteration to this Constitution may be made except at the AGM or at a Special General Meeting called for this purpose. Alterations to the Constitution will require the approval of two thirds of the Association members present and voting at an AGM or Special General Meeting.

19. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the approval of two thirds of those present and voting.

20. Such a resolution may also give instructions for the disposal of any assets remaining after meeting any outstanding debts and liabilities. These assets will be given to the school for the benefit of the children of the school. In the event of the school itself closing, the assets will be given to the school to which the majority of children of the closing school go on to.

21. The Head teacher may dissolve the Association if there are demonstrable concerns regarding the management and operation of the Association, and/or it has not been in operation for 12 months.

22. A budget plan needs to be in place before any expenditure above £500 is authorised

23. Any expenditure above £500 must be approved within a meeting and signed off by two officers including the chair) and minuted.

24. Any expenditure not prior approved will not be authorised or reimbursed.