

# **Cardross Primary School Association Constitution**

## **1. Name**

This is the constitution of Cardross Primary School Association to be known as the 'CPSA'.

## **2. Objectives**

The objectives of the CPSA are:-

- to support Cardross Primary School ('the School') in its work with pupils through developing and engaging in activities which further the education, social development and welfare of its pupils;
- to promote and work in partnership with the School, its pupils, their parents and carers to create a welcoming and all inclusive School;
- to represent the views of parents on the education provided by the School and other matters affecting the education and welfare of its pupils;
- to engage in fundraising activities which support the School and advance the education of its pupils.

Recognising:-

- the School is ultimately responsible for the education and operational management of the School, its functions and activities;
- the objectives shall be achieved with transparency, openness, fairness and equality.

## **3. Membership**

**3.1** Membership structure shall be as follows:-

**3.1.1** "Members" - Membership of the forum of the CPSA shall be automatic for all parents, carers or guardians of pupils of the School and its teachers, without application. Members have the right to attend any meeting of the CPSA , subject to the procedure in 5.9 having been followed, and select their committee to run the CPSA.

**3.1.2** "The Committee" - Any member can volunteer to join the Committee through self nomination which should be submitted to the Chairperson or to the Head Teacher. In the event that the number of volunteers exceeds the number of places set out in the constitution, members of the Committee will be selected by election. Elections will take place at the AGM. The selected group of individuals will manage and supervise the activities of the CPSA, hold general meetings during the period between annual general meetings and be responsible for and accountable for the finances of the CPSA. A Committee member is classed as a regulated role.

- 3.1.3 Point of notice throughout this constitution: Committee members refers to those individuals in 3.1.2 whereas Members refers to those individuals in 3.1.1.
- 3.2 The Committee shall, on an annual basis at the AGM appoint such Sub Committees ("SC") as may be required for the successful running of the CPSA, from within its Committee members. Indicative SC requirements shall be set out at the AGM with recognition that these can be modified to meet the CPSA requirements as they arise throughout the year.
- 3.3 The membership of the Committee shall normally be expected to be between 10-20 members with a maximum of three teachers including the Head Teacher.
- 3.4 Membership of the Committee shall be for a period of two years after which a Committee member may be permitted to serve on the Committee as long as they remain unopposed.
- 3.5 Six Committee members shall constitute a quorum for meetings. This should include one teacher member and the Chairperson or Secretary. If a quorum is not present at any meeting no business shall be conducted.
- 3.6 Casual vacancies on the Committee may be fulfilled by co-option.
- 3.7 The Committee shall maintain a register of all Committee members, setting out the full name and address of each member, full contact details (which should be distributed to all other Committee members), the date on which s/he was admitted and the date on which any member ceased to be a member of the Committee.
- 3.8 The Committee shall be obliged to provide all Members clear and concise information regarding self nomination and provide an adequate opportunity for nominations to take place.
- 3.9 Each Committee member shall, in exercising his/her functions, act in the interests of the CPSA and in realising the objectives of the CPSA.
- 3.10 If any Committee member acts in a way considered by any Member to undermine the objectives of the CPSA that person may be expelled from membership of the Committee by way of a resolution passed by majority vote, provided at least two weeks notice of the intention to propose the resolution is given to the Committee member concerned, specifying the grounds for the proposed expulsion and having afforded that person an opportunity to have his/her views on the resolution considered at a general meeting.

- 3.11 Each Committee member is required to volunteer at the key fundraising event of the school year. And a minimum of 1 other event. Attendance is required for 50% of meetings.
- 3.12 Regulated roles require participation as a member of the PVG scheme under CPSA organisation. This applies to all Committee members and Members that volunteer at events where regulated roles are required. (Regulated Role as defined by Disclosure Scotland).
- 4. **Office Bearers**
  - 4.1 The Committee members shall elect from among themselves a Chairperson, a Secretary and a Treasurer and such other office bearers (if any) as they consider appropriate.
  - 4.2 The Chair shall be held by a parent/guardian/carer Member.
  - 4.3 All the office bearers shall cease to hold office at the conclusion of each AGM, but then shall be eligible for re-selection.
- 5. **Meetings - General**
  - 5.1 The Committee shall set the date, times and venues for the Committee meetings for the coming year at the AGM.
  - 5.2 The Committee shall meet at least once each school term.
  - 5.3 The SCs shall meet as required and determined by their members.
  - 5.4 Agendas will be made available to Members two weeks in advance of the meetings.
  - 5.5 All Members are entitled to make suggestions for items to be discussed at meetings.
  - 5.6 Each Committee member (excepting the Head Teacher) shall have one vote, with the Chairperson having a casting vote in the event of a tie.
  - 5.7 Minutes of meetings shall be kept and also be made available to the Members. The Committee shall post the minutes on the School's website or provide them in hard or soft copy at the request of any Member.
  - 5.8 Specific organisations/bodies/members of the public may be invited to attend general meetings if their attendance is deemed to enhance and contribute to the work of the CPSA's objectives. The Committee shall determine the appropriateness of the requesting body although any Member is entitled to make suggestions for potential attendees which shall be given due consideration.

- 5.9 If a Member wishes to attend either a general (other than annual general) or special meeting s/he should be entitled to do so.

6. **Meetings – Special**

- 6.1 A special meeting can be requested by any Member by making a written request either through the School or the Committee Secretary.

- 6.2 The request shall be passed to the Committee for consideration and if the nature of the request deems it necessary to call for a special meeting, and it falls within the CPSA's remit, then a meeting shall be convened within a reasonable timescale.

- 6.3 The Committee shall give two weeks notice of any such proposed meeting (including posting the request on the School's website) and at the same time shall circulate notice of the matter raised / to be discussed at this special meeting.

7. **The Annual General Meeting (AGM)**

- 7.1 The Committee shall invite all Members to attend the annual general meeting. A notice shall be issued at least two weeks in advance of the AGM and shall include: - date, time, place and agenda.

- 7.2 The AGM shall be held in August or September.

- 7.3 The AGM shall include:-

- a report of the work of the CPSA through its committees;
- re-selection of the Committee;
- discussion of issues that Members may wish to raise; and
- approval of the accounts.

8. **Changes to the Constitution**

The constitution will aim to remain flexible. Alterations/improvements may be made if the majority (75%) of the Committee members are in agreement. Changes can only be made at the AGM or at a special meeting called for that purpose.

9. **Accounts**

- 9.1 The CPSA will have a dedicated bank account in its name. Withdrawals will require the signature of any two of the following:- Chairman, Treasurer, Secretary, teacher member.

- 9.2 The Treasurer will keep an accurate record of all incomes and expenditures (including receipts and bank statements) and will provide a summary of this at each CPSA Committee meeting with full, duly audited accounts presented at the AGM.

- 9.3 The Committee shall prepare the annual accounts which shall be verified and audited by a suitably qualified accountant or auditor or at the very least a capable independent examiner.
- 9.4 The Committee shall be responsible for ensuring that all monies are used in accordance with the objectives of the CPSA.
- 9.5 Disbursement of the funds raised by the CPSA shall be communicated to the Members through appropriate channels on an annual basis to ensure transparency and accountability.
10. **Confidentiality**  
It is intended that work of the committees on behalf of the CPSA is open and transparent however where matters of a confidential nature require to be discussed it is acceptable for that particular confidential matter to not be recorded in an 'open' minute but instead for it to be recorded in a 'closed' minute by the Chairperson and Head Teacher. Matters relating to individual teachers, the running of the School and individual children must not be the subject of discussion at the CPSA meetings.
11. **Insurance**  
The CPSA shall have public liability insurance to cover all its meetings and activities.
12. **Dissolution**  
If the Committee determines that it is necessary to dissolve the CPSA it shall convene a special meeting of the Members to do so or do so at the AGM having provided both the requisite notice period and a notice of the proposed resolution. If a proposal by the Committee to dissolve the CPSA is confirmed by a majority (75%) of those present at the meeting the Committee shall implement that decision. Any assets remaining on dissolution, after the satisfaction of any debts and liabilities, shall be transferred to the School for the benefit of its pupils.