

St James Primary School Parent Group Constitution

Aims

- a) To promote close co-operation and communication between parents and teachers.
- b) To promote equity, equality and fairness.
- c) To communicate the views of the parent community with the school.
- d) To engage in activities which support and advance the education of pupils attending the school, including, but not limited to, fundraising.

Powers

The parent group shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

Number of Members

The parent group will consist of 6 – 12 members, including the chair person, vice chair person, secretary, treasurer and vice treasurer. The Parent Group will be able to update and add / remove named roles depending on the number of volunteer members, with a minimum of 6 roles required to function as a Parent Group.

Annual General Meeting

The Annual General Meeting (AGM) shall be held in May each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:

1. The work of the Parent Group and a celebration of achievements from the previous year.
2. Approval of the accounts.
3. Appointment of an individual who will review the annual accounts.
4. Any resolutions submitted by the Parent Forum.
5. Election of members to serve on the Parent Group.

At all general meeting voting shall be on the basis of one vote full parent group member present at the meeting.

At all general meetings the quorum shall consist of 5 full parent group members.

The Parent Group or 20 percent of the Parent Forum shall have the power to call a Extraordinary General Meeting.

Parent Group Membership

Members of the Parent Group shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Group.

The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer and such others as may be required. The Office Bearers will be elected by the Parent Group at the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Group.

The Parent Group shall invite the Catholic Church to nominate a representative to be co-opted onto the Parent Group.

The Parent Group may co-opt up to 3 persons to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the Parent Group shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Group member and one vote as Chair. The Chairperson's vote shall only be used in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make them available upon request to any member of the Parent Forum. Minutes will be shared through school communication in a timely manner.

A member of the Parent Group failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Group.

Ordinary Meetings

Meetings of the Parent Group shall be held as required. At all meetings of the Parent Group, 4 members shall form a quorum.

All Parent Group meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights. Meeting reminders will be sent between 7 - 14 days prior to the meeting with a call for agenda items. The agenda will be made available at least 5 days prior to the meeting.

Finance

The funds of the Parent Group shall be lodged in a bank, building society or other account in the name of the Parent Group. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Group members. Online transactions will also require approval by at least two named parent group members. The Parent Group will have two people with oversight of financial transactions / financial decisions to ensure one person cannot be in a position to defraud monies which the Parent Group is responsible for.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Group. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

The Parent Group shall be responsible for ensuring that all property/money received by/for the Parent Forum/Group shall be applied for the aims of the Parent Group.

All expenditure is agreed within the committee prior to purchase. Items to be purchased by the committee members and then reimbursed and logged on the google drive: both on google sheets and with photographic receipts. All larger expenditure will be agreed through a vote. A vote does not have to be held within a meeting but can be held via other forms of communication e.g WhatsApp. Votes held via other forms of communication will be recorded at Parent Group meetings at a later date in the interest of transparency.

For any events involving cash amounts, cash should be counted by two members of the Parent Group prior to leaving the event and a record should be kept. If it is a large event then the count should happen during the event rather than leaving it until the end of the event.

Money should ideally be banked straight away. If this is not possible, for example a late finish at a disco, then money up to the amount of £500 can be kept in a private house. If the cash amount exceeds £500, it should be split between committee members and a record kept of each amount and the address it will be kept at and it should be banked the following day.

Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

Dissolution

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.

St James Parent Group would like to acknowledge and give thanks to Connect for their support in creating this document.