



Church Drive Primary School

'Learning Today for Tomorrow's World'

Port Sunlight, Wirral, Merseyside CH62 5EF

Headteacher: Mrs J Jones Website: www.churchdriveprimary.co.uk

Telephone: 0151 645 5527 schooloffice@churchdrive.wirral.sch.uk



THE CONSTITUTION OF FRIENDS OF CHURCH DRIVE PRIMARY SCHOOL

- 1. NAME OF ASSOCIATION:** Friends of Church Drive Primary School
- 2. SCHOOL:** Church Drive Primary School
- 3. OBJECTS:** The objects of the Association are to support the education and improve learning and development opportunities of the pupils of the School by providing and assisting in the provision of facilities for education at the School and as an ancillary thereto and in furtherance of this object the Association may:
 - a) Foster more extended relationships between the staff, parents and others associated with the School;
 - b) Engage in activities or provide facilities and equipment which support the School to advance the education and learning and development opportunities of the pupils attending it.
- 4. LIMITATIONS:** The Association shall not be concerned with:
 - a) Education policy or the School's internal organisation;
 - b) Political issues.
- 5. MEMBERSHIP:** All parents of children attending the School and staff at the School are members. A body of Officers will be elected (see section 6 and 7). Parents wishing to make active contribution and be part of ongoing conversations and decision making processes are invited to become Committee Members. The Committee may for good reason exclude any person from membership whose presence at or support of the School is deemed a danger to the School or its pupils or staff or might bring the Association into disrepute. Any exclusion will be made only after notifying the member concerned in writing and considering the matter in the light of any representations which the member puts forward within fourteen clear days after receiving notice.
- 6. MANAGEMENT:** The management of the Association shall be vested in the Officers and Committee Members.



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7. OFFICERS: The following positions are designated as the Officers of the Association:

- The Chair or Co-Chairs
- Vice Chair
- The Secretary
- The Treasurer

8. COMMITTEE:

- a) The Committee shall consist of the Officers plus at least six other members including the Head teacher;
- b) Members of the teaching staff are invited to attend all meetings, but their presence is not required;
- c) Only one parent per family may serve as an Officer on the Committee at any given time;
- d) Five members of the Committee shall constitute a quorum;
- e) The Committee shall meet at least once a term;
- f) A member of the Committee shall forfeit his/her position on the Committee should that member fail to attend three or more consecutive meetings without reasonable cause;
- g) Not less than seven days written or oral notice shall be given by the Secretary to Committee members of every meeting. In the case of an emergency, at the discretion of the Chair/Co-Chairs or Secretary, additional meetings may be called on not less than three days written or oral notice;
- h) Decisions at Committee meetings shall be made by a simple majority. In the case of equal voting, the Chair or nominated Co-chair shall have a casting vote.

9. ANNUAL GENERAL MEETING:

- a) The Annual General Meeting of the Association shall be held in November of each year;
- b) At least fourteen days written notice of the Annual General Meeting shall be given to all members of the Association;
- c) At the Annual General Meeting the Treasurer shall submit a report and the Chair shall invite reports from the Head Teacher and a representative of the Governing Body;
- d) Fifteen members shall constitute a quorum at the Annual General Meeting.



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10. EXTRAORDINARY GENERAL MEETING:

- a) An Extraordinary General Meeting shall be called by the Secretary at the request of fifteen members of the Association, or seven members in exceptional circumstances and with support of the Head Teacher;
- b) Fourteen days written notice of an Extraordinary General Meeting shall be given.

11. PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS:

- a) Resolutions at Annual and Extraordinary General Meetings shall be passed by a simple majority of the votes cast by members present at the meeting, except in respect of proposed changes to this Constitution, which shall only be passed with a two-thirds majority of the votes cast by members present at the meeting;
- b) In the event of equal voting the Chair or nominated Co-Chair shall have a casting vote.

12. ELECTION OF OFFICERS AND COMMITTEE MEMBERS:

- a) Election of Officers and other Committee members shall take place at the Annual General Meeting, or at an Extraordinary General Meeting in exceptional circumstances;
- b) Nominations for Chair, Secretary and Treasurer shall be submitted to the existing Secretary in writing no less than three days before the Annual General Meeting;
- c) If insufficient nominations for the three Officers positions are not submitted in advance of the Annual General Meeting, nominations from the floor shall be taken at the meeting;
- d) Nominations for other Committee members may be submitted in writing to the existing Secretary in advance of the Annual General Meeting, or may be taken from the floor at the meeting;
- e) The Chair, Secretary and Treasurer shall be elected for a period of one year. Each shall be entitled to stand for re-election;
- f) Other Committee members shall be elected for a period of one year. Each shall be entitled to stand for re-election;
- g) The Head teacher shall remain a Committee member during their tenure as Head teacher of the School and shall not be required to stand for election and re-election;



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- h) Any Officer or other Committee may retire, giving at least one week's prior written notice to the Chair. If the Chair is to retire, one week's written notice by the Chair must be given to the Secretary;
- i) If any Officer retires between Annual General Meetings, the position(s) may be filled by other Committee members. Such co-opted Committee members must stand for election at the next Annual General Meeting.

13. FUNDS:

- a) The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly examined, at the Annual General Meeting;
- b) The Bank Account shall be in the name of the Association and withdrawals shall be made in the name of the Association on joint signatures in accordance with the bank mandate approved by the Committee;
- c) An independent examiner (not a member of the Committee) shall be appointed at the Annual General Meeting to audit the accounts and books of the Association;
- d) Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association, but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable under the law.

14. INDEMNITY: Members of the Committee shall not be liable for any loss suffered by the Association as a result of the discharge of their duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Association for all expenses and other liabilities incurred by them in the discharge of their respective duties.



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15. DISSOLUTION:

- a) The Association may be dissolved by a resolution presented at an Extraordinary Meeting called for this purpose. The resolution must have the assent of two-thirds of the votes cast by those present at the meeting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities;
- b) In respect of any funds remaining after satisfying any outstanding debts and liabilities, see 13 d), above;

16. CHANGES TO THIS CONSTITUTION:

- a) Any changes to this Constitution shall only be made at an Annual or Extraordinary General Meeting;
- b) Any proposal to change this Constitution shall be listed on the agenda of the Annual or Extraordinary General Meeting;
- c) No changes to this Constitution shall be made which would have the effect of causing the Association to cease to be a charity under the law;
- d) Any proposed changes to this Constitution shall only be passed at an Annual or Extraordinary General Meeting on a two-thirds majority of the votes cast by members present at the meeting.

- 17. MISCELLANEOUS:** Any matter not provided for in this Constitution shall be dealt with by the Committee, whose decision shall be deemed to be final.

This Constitution was approved on 28th November 2022