

## **Newbridge Primary School Association Constitution**

1. The name of the Association shall be Newbridge Primary School Association.
2. The objects of the Association are to advance the education 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, and
  - b. Engage in activities which support the School and advance the Education of the pupils attending it.
3. The Association shall be non-party political and non-sectarian.
4. The Association will join the National Association of Parent Teacher Associations and this will automatically provide Public Liability Insurance to cover all its meetings and activities.
5. All parents and guardians of children attending the School, and all staff working in the school, shall be automatically considered to be members of the Association. In addition, the membership of the Association shall be open to all those who wish to be positively associated with the objects of the Association.
6. People who do not have children at the School, but who wish to be associated with the School, may be accepted as Friends of the School and shall be entitled to full membership, with the exception that they may not hold office as Chairman. Such members will have to be accepted by the Committee.
7. The Management of the Association shall be vested in a Committee to be elected at the Annual General Meeting, and shall consist of the following: the Head teacher or Deputy Head teacher or their nominated representative from the senior leadership team; the following Officers: Chairperson, Treasurer and Secretary; and one Class Representative (parent or guardian) from each class in the school, or their nominated representative. The Headteacher may not be the Chairperson.

Other Members of the Committee may include: Vice Chairperson or Co-Chairperson, Head of Grants & Funding, Head of Communications, Christmas Fair Coordinator, Summer Fair Coordinator; or other roles that the Officers may from time to time deem necessary for the smooth-running of events and activities organised by the Association.

The Officers shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.

Written nominations for the posts of all Officers and other Committee Members should be received at least two weeks prior to the date of the AGM by the Secretary. The Chairperson will have discretion to accept nominations from the floor. All nominees must signify their willingness to stand.

All Officers of the Committee shall be required to become Trustees of the Association and must therefore comply with the legal requirements of Trusteeship as set out by the Charities Commission in their document "The Essential Trustee: what you need to know and what you need to do". If an individual is no longer an Officer of the Committee then they shall also be formally removed as a Trustee by the Secretary unless they expressly wish to continue in the Trustee role. There will be a maximum of nine Trustees.

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8. Five members of the committee, including the Chairman or Vice Chairman, shall constitute a quorum.
9. The Committee shall have the power to co-opt a maximum of 2.
10. The Committee may appoint sub-committees, as it deems necessary, and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
11. Committee meetings shall be held a minimum of three times per year.
12. The Annual General Meeting will be held in the Summer Term. At the Annual General Meeting, the chair shall be taken by the Chairman or in his/her absence the Vice Chairman of the Committee.
13. Twenty members shall constitute a quorum at the Annual General Meeting.
14. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
15. One auditor who is not a member of the Committee shall be elected annually at the AGM to audit the accounts and books of the Association.
16. Special General Meetings may be called at the written request of a minimum of twenty members.
17. Fourteen days' notice shall be given of any Special General Meeting to all members of the Association.
18. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial Report to all Committee meetings, and shall present the accounts duly audited for approval by the members at the Annual General Meeting.
19. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of the Treasurer and one other designated member of the committee.

20. The financial year shall commence on 1<sup>st</sup> September and will last for 12 months.
21. The Committee shall ensure that the affairs of the Association shall be conducted in such a way that its assets always exceed its liabilities.
22. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee, whose decision shall be final.
23. No alternation to this constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alternations shall be made without the prior written permission of the Charity Commission to Clause 2, 22 and 23, and no alteration shall be made which could cause the Association to cease to be a Charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.
24. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the School, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.
25. On issues related to the children's education, the school curriculum, discipline, and the use of the school building, and on any other professional matter, the Governors and Head teacher working closely together have the ultimate decision.