

Constitution

Parents, Teachers and Friends of Hangleton Schools

1. The name of the Association shall be the Parents, Teachers and Friends of Hangleton Schools. The Association shall also be referred to as Hangleton Friends.
1. The object of the Association is to advance the education of pupils in the schools. In furtherance of this object the Association may:-
 1. Develop more extended relationships between the staff, parents and others associated with the schools.
 2. Engage in activities which support the schools and advance the education of the pupils attending them.
 3. Provide and assist in the provision of such activities, trips or items for education at the schools (not provided from statutory funds) as the Committee, in consultation with the teachers, shall from time to time determine. The Committee shall aim to allocate funds in a way which benefits all age groups across the schools.
 4. Traditionally contributions have been made towards coach travel costs and for leavers' gifts for year 6 pupils. Budgets for this will be agreed annually.
1. Membership shall consist of all parents and /or guardians of pupils attending the infant and junior schools and all teachers. Individuals connected to the schools (e.g. families of former pupils) may also be members of the Association.
2. The management of the Association shall be vested in a Committee consisting of the following required positions: Chairperson, Honorary Secretary and Honorary Treasurer.

The committee numbers can fluctuate each year depending on volunteer numbers, the committee numbers can be set each year at the AGM, but should try to remain between 8 and 10.

Other possible positions that need to be considered could include:

(this list is a guide but not exhaustive)

- Summer Fair co-ordinator
- Winter Fair co-ordinator

- Reception and Key Stage 1 Disco co-ordinator
- Key stage 2 Disco co-ordinator
- Co-Treasurer
- Co-Chair
- Co-Secretary

Further sub committees may be created to run new events.

1. Where possible, the Association will aim to elect committee members from across all year groups
2. The Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting. Only committee members agree and listed at the AGM are entitled to vote. (this can include spending requests from the school, or on types of events to be held)
3. The Committee may, with the agreement of fifty percent of the members, co-opt a maximum of two additional members.
4. The Officers shall be elected by the Committee at the first meeting following the Annual General Meeting. Officers are elected for a term of one year but any or all may stand again.
5. Five members of the Committee shall constitute a quorum.
6. The Chairperson(s) cannot be a member of the Board of Governors of the School. It is also advised that the Treasurer(s) and Secretary/ies are not members of the Board of Governors.
7. 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.
8. Committee meetings shall be held at least once a term.
9. The Annual General Meeting will be held each Autumn. The chair will be taken by the Chairperson of the Committee.
10. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present the accounts duly audited at the Annual General Meeting. These accounts shall consist of the Fundraising Account and the Swimming Pool Account (which is to be kept separately and used only for the income and expenditure of the pool). In addition, the Charities Commission return must be completed within six months from the accounts year-end. (only the main fundraising account details are required for this return) – The accounting year runs from 1st September to 31st August.

11. The accounts must be audited annually by an independent auditor who shall not be a member of the Committee, or a member of staff
1. Building society or bank accounts shall be operated in the name of the Association and withdrawals shall be made on signature of any two of the Officers of the Association.
2. No decision shall be made without the agreement of at least fifty percent of the Committee. The exception to this is of a subcommittee that has been appointed to organize an event within the confines of the budget set by the committee.
3. The swimming pool is financially supported by the Association. Due to the responsibilities under Occupiers Liability Law and relevant health & safety legislation the overall control and responsibility for the running of the pool remains with the head teacher, The head teacher will advise the committee of decisions made regarding hire charges, and any major refurbishments or alterations that are needed. Any single expense greater than £2000 must be agreed by the Committee before work can commence. All major expenses will still be discussed by the Committee who will decide the best way to fund them. Day to day maintenance and running costs of the Swimming Pool are excluded from the decision making process in the above point.
4. Any surplus funds from the swimming pool,(from the hiring out of the pool) should be kept separately for use only on the swimming pool.
5. The Association must give due consideration at the AGM as to the amount of funding to be given to the pool each year. This could be in the form of an allocated amount or a percentage of the profits made by events held during the year. The Committee must always be considerate to the need of a major pool building refit in the future and save towards it accordingly.
1. Any matter not provided for in the Constitution and concerning the organization and activities of the Association shall be dealt with by the Committee whose decision shall be final.
2. No alteration of this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 22 and 23 and no alterations shall be made which would 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 Annual General Meeting or Special General Meeting.

3. The Association may be dissolved by 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 schools for the benefit of the children of the schools, or in the event of a school closure, to the school to which the majority of the children will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

Approved by Full committee January 2015.