



Ethos of Pupil Enrichment, Inclusion, Wellbeing & Sustainability

**Constitution for the
Friends of The Charter School East Dulwich
July 2017**

The name of the Association shall be The Friends of The Charter School East Dulwich (FOTCSED).

OUR AIMS

The aims of the Friends of TCSED is to enrich the experience of students during their time at the school (TCSED) and support the advancement of their education. In furtherance of these aims the Friends seek to:-

1. To develop relationships and communication between the staff, parents and others associated with the school, including the local community;
2. To engage in fundraising and provide activities, facilities or equipment that support the school and advance the education and experience of students;
3. Provide practical support for the work of the School Governors of the School in promoting and publicising the School, its achievements and activities;
4. Promote pupil enrichment, inclusion, wellbeing as part of a sustainable approach in line with the school ethos.

The Association shall be voluntary, open to all parents and carers of TCSED student body and members of teaching staff, non-political and non-sectarian.

POWERS

The Association shall have the power to do anything considered by the committee to be in furtherance of the aims and ethos, with the consent of the Headteacher or Deputy Headteacher.

THE FRIENDS MEMBERSHIP

The Association is made up of a membership of parents, carers of students at the school and teachers. The members will elect a committee from the membership and it will comprise of both parents and a staff member. The committee will be elected at an Annual General Meeting of Friends. The elected Committee is made up of 5 Office Bearers (Chair, Vice-Chair, Treasurer, Secretary, Publicity Officer) and Non-Office Bearers(Ordinary Committee Members) including 1 member of Staff.

All parents and carers of students at the school and all members of staff are automatically members of the The Friends Association.

Any other person who wishes to offer appropriate support or help the school in furtherance of the aims of the Association may be considered by the Committee for membership and determined by a Meeting by the Friends.

All committee members, except those who are co-opted, must be members of the Association.

Committee members shall have the power to co-opt additional committee members at any time, and co-opted committee members shall serve until the date of the next AGM. The number of co-opted committee members must not be more than 50% of the total numbers of committee members.

However, the Committee may for good reason (whether or not at the request of the Governing Body or the Headteacher) exclude any person from membership whose presence at or support of the school is deemed to be detrimental to the school or its students or staff, or might bring the Association into disrepute. This shall be by unanimous vote of all the Committee, the Deputy Head and Headteacher.

THE COMMITTEE

The business of the Association shall be managed by a committee consisting of parents, carers and teacher(s). Members of the committee shall be elected at the AGM. They shall be elected for a one year term and shall be eligible for re-election for a maximum of three years. Members will self-nominate for election at the AGM and will make a declaration of interests. Governors and members of staff will not be eligible to stand as office bearers, but could stand for the committee. If an office bearer should become a governor or member of staff, they will stand down from the office at the next AGM and not be eligible for re-election.

Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, they should be seconded by another member and that person may be appointed by a majority vote of those present.

Each member of the Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present.

Meetings of the committee shall be held as required, but with a minimum of one official meeting per term. The staff committee member will be expected to attend at least two committee meetings per year and attend the AGM in January each year. At all meetings of the committee, a third, at least two of whom are office bearers, shall form a quorum (a quorum is only valid if all committee members have been informed of the meeting in advance). The Chair or Vice-Chair should attend all meetings. All members shall be entitled to attend committee meetings but not to vote. A member of the committee failing to attend three consecutive meetings without good cause (to be determined by the Chair/Office Bearers) may be deemed to have retired from the committee. Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair, or the Vice-Chair in the absence of the Chair, shall have a deliberative and casting vote. The Chair's casting vote shall only be used in the event of a tie. If there are office bearers with shared-roles then each member shall have one vote.

THE DEFINITION OF ROLES

The committee shall be responsible for ensuring that all property/ money received by/ for the Association shall be applied for the aims of the Association.

The Chair, provides leadership for the committee sets the agenda for meetings. Chair will work closely with with Treasurer and Secretary to ensure the Association is run effectively.

The Vice-Chair, will deputise for the Chairperson and provides leadership, and helps to ensure the Committee and all of the events run smoothly.

The Treasurer will be responsible for keeping accurate records to show how money raised has been used to fund specific items, these will be kept by the committee. The Treasurer will provide an account review at each formal committee meeting. The Treasurer will be responsible for providing a profit and loss statement for each fundraising event that takes place. A report will be presented to the parents at the AGM of funds raised and how they have been allocated.

The Secretary shall be responsible for making sure that accurate minutes of all meetings are kept and shall make these available upon request to any member of the Association. Minutes will be posted on the Friends page of the school web site.

The Publicity Officer, is responsible for promoting and communicating work of The Friends.

A more detailed overview of the roles are in Appendix 1.

ANNUAL GENERAL MEETINGS (AGM)

The Annual General Meeting (AGM) is open to all parents, carers, teachers of TCSED and shall be held on or by the 31st of January each year. The notice calling the meeting shall be posted at least 14 days in advance to all members of the Association and business shall include:-

- The work of the committee via a report from the Chair;
- The Treasurer's report and accounts;
- Approval of the accounts;
- Appointment of an independent examiner for the Association. This person does not need to be a qualified accountant, just someone who has relevant experience and comfortable working with figures, who is not a member of the committee and whom is a person with good standing in their community or in a recognised profession;
- Election of members to serve on the Committee for the following year.

At all AGMs, voting shall be on the basis of one vote per member present and at all AGMs the quorum shall consist of two thirds of the committee and its members.

An Extraordinary General Meeting (EGM) shall be called at the written request of a minimum of 10 members. To call an Extraordinary General Meeting (EGM) members must give at least 14 days notice and include a formal agenda. This request must be a written request to the Chair of Friends and the Head teacher. Voting shall be on the basis of one vote per member present and the quorum shall consist of two thirds of the total membership of the Friends.

FINANCE

The property and funds of the Association must only be used to promote the aims of the Association. The funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be withdrawn or withdrawals made against the signatures of three named committee members. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association, reporting on these to the AGM, and making the annual accounts available for inspection on request by any member of the Association. An account review will be provided at each formal committee meeting. The Treasurer will be responsible for providing a profit and loss statement for each fundraising event which takes place.

The accounts shall be prepared by the end of December before the AGM at which they are to be presented, and the accounts shall be audited by an independent examiner appointed at the previous AGM. (The appointee does not have to be a qualified accountant, but must have some relevant experience).

No committee member may receive payment of money or other material benefit from the Association.

The Association is a member of The National Confederation of Parent-Teacher Associations (NCPTA), and as such will be covered by their Public Liability Insurance.

REQUESTS FOR FUNDING

Requests for funding can be submitted by any member of the Association on a form obtainable from the school office, and available on line, this funding application will be considered during a formal Committee meeting. Each member present has one vote, a minimum of two-thirds majority of those committee members present is needed to approve a funding request. The meeting attendees will vote on proposed spending and where appropriate submit proposals for the consideration of the Headteacher.

In cases of immediate need for funds before a committee meeting can take place, a decision will be made by consulting the committee through e-mail and consultation with the Headteacher. Any such action will be reported at the next committee meeting.

Allocation of Association funds will be reported to the members through newsletters.

AMENDMENTS

This constitution may be amended at an AGM or EGM by a two-thirds majority of the votes cast. 14 days notice must be given of the proposed amendments. No amendments are valid if it would make a fundamental change to the aims of the Association or to this clause.

DISSOLUTION

The Association may be dissolved by a resolution presented at an AGM or EGM called for this purpose. The resolution must have the assent of two-thirds of the votes cast by those entitled to vote. Any remaining funds will be given to the school for the benefit of the pupils at the school.

APPENDIX

Appendix 1

The Friend's Committee Roles & Responsibilities

CHAIR

Characteristics

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda. They will provide leadership, enthusiasm and energy in this role.

In meetings the Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

Job function

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to ensure that the constitution of the PTA is fit for purpose, and is upheld and prepare and submit statutory reports to Regulatory Bodies

Main duties:

- Provide leadership
- Liaise with the school
- Liaise with other fundraisers
- Build links with the wider community for fundraising and enable good relationships
- Have oversight of the annual programme of events and projects
- Approve the minutes of the last meeting and ensure that they are published
- Set the agenda for meetings
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Have oversight of all communications and publicity
- Write the annual report in cooperation with the Secretary

Vice-Chair

Characteristics

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

Job function

To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

Main duties:

- To chair meeting in the absence of the Chair
- To draw up annual PTA programme in consultation with the Chair.
- To prepare meeting agendas by consulting with the PTA Chair.
- To welcome and involve other parents into the PTA.
- To support the Chair in the parent and wider school community engagement in PTA (use of local contacts and skills).
- To prepare with the Chair the PTA annual report for the Annual General Meeting.
- To co-sign cheques with the Chair or Treasurer.
- To review the Newsletter and other comms to parents

Secretary

Characteristics

The Secretary ensures that the PTA meetings run smoothly and provides a link between Committee Members and the PTA, and where necessary between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and when needed, between the PTA and the school.

The Secretary helps the Chair ensure that committee meetings run smoothly.

Following a committee meeting, the Secretary will need to make bookings and other arrangements for

events when needed. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

Treasurer

Characteristics

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Job function

To maintain up-to-date records of all PTA financial transactions.

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at PTA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid
- Newsletter review

Publicity Officer /Team

Characteristics:

A vital role within the PTA is promoting and communicating work of the PTA. The publicity officer must be an excellent communicator both in writing and in person.

Job Function

To communicate and promote the work of the PTA.

Main duties:

- Using Mailchimp to circulate information to parents via email.
- Publicising PTA events and fundraising initiatives
- Managing Twitter and Facebook accounts,
- Setting up and updating the Friend's web page with content
- Overseeing branding
- Liaising with the local press to get press coverage of PTA events.
- Ensuring posters are displayed around the school in good time.
- Ensuring all information on PTA work is kept current and up to date

Committee Members

Committee Members work alongside the Officers.

Main duties:

- Attending PTA meetings
- Getting involved in planning, owning and running events
- Running smaller projects
- Encouraging participation and enthusiasm for the events organised by the PTA

Independent Examiner

This role is appointed for the purpose of the annual financial review only, results of which are delivered at The Annual General Meeting of the Friends of TCSED. This person is not a member of the committee and works alongside the Treasurer. The person does not need to be a qualified accountant, just someone who has relevant experience and comfortable working with figures and whom is a person with good standing in their community or in a recognised profession.

We want representation across all year groups. New parents to the school will be warmly welcomed.