

Friends of Hinguar Primary School Association Constitution

1. Our Name and Values

This is constitution of the Friends of Hinguar Association. The Friends of Hinguar Association values transparency, openness, fairness and equity.

2. The purpose of the Association

The purpose of the Friends of Hinguar is:

- To promote and enhance the education of pupils at Hinguar Primary School by enriching the learning opportunities provided.
- To promote open communication and cooperation between staff, parents and the community
- To provide volunteer assistance to teachers and other staff members.
- To raise funds to further support learning opportunities for all pupils at the school

3. Our Strategies and Activities

In order to deliver our stated purpose, the Friends Association will engage in:

- Fundraising activities through a range of coordinated events.
- Making donations to Hinguar Primary School.
- Promote communication between parents and staff.
- Volunteering to support the learning opportunities within the school.

4. The number of members

The membership of the Friends Association can range from 8-30 members with at least 50% of parents, past pupils, grandparents and members of the local community, A quorum of at least 25% of the Friends Association should be in attendance, this should include at least 1 member of staff and 4 parent members.

5. Types of members and election mechanisms

Any parents, carers, and guardians, past pupils, grandparents and members of the local community can volunteer to be a member of the Friends Association. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by election. Elections will take place at the AGM, normally held within the first half term of the new school year. Staff members do not require to be elected.

6. Running of the Friends Association and Office Bearers

Hinguar Primary School Friends Association will appoint office bearers which will include Chairperson, secretary and treasurer. The Friends Association will be chaired by a parent, guardian or care of the child attending the school. If the child ceases to be a pupil, a new chairperson will be agreed at the next meeting. The chairperson role is led in conjunction with a staff member.

The office Bearers will be agreed by the Friends of Hinguar Committee and re-selected by the committee on an annual basis. The Friends of Hinguar association will prepare annual accounts. The Friends Association Treasurers will be responsible for ensuring that all monies are used in accordance with the purposes of the association as detailed in section 2.

7. General Meetings (format and timing)

The Friends of Hinguar Association will set the date, time and venue for the meetings at the first meeting of the new school year. At this time a date will also be set for the AGM. Agendas will be made available to all members; interested parents may attend meetings containing items of interest to them. Meetings will have minutes and the minutes will be made available to all the members. All members will be given the opportunity to make suggestions for items they wish the Friends Association to fund or raise money for. These items will form the agendas of the appropriate meetings. If 50% of members of the Friends Association request an emergency general meeting to discuss issues falling within the Friends Association remit, the Friends Association shall arrange this. The Friends Association will give all members, where possible, at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting.

8. **The Annual general Meeting (Format)**

Hinguar Primary Friends Association will invite all members to attend an Annual General Meeting. A notice of the meeting will include date, time, place and agenda and will be given to all members of the school with at least 2 weeks' notice. The annual meeting will include:

- A report of the work of the Friends Association
- Discussion of issues that members may wish to raise.
- Approval of accounts.

9. **How the Friends Association functions**

The Friends Association will meet at least twice every school term. Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie. It may be necessary for the Friends Association to set up sub-groups to work on specific fund raising projects. Sub-groups will meet as required without the requirement associated with the Friends Association meetings. If a Friends Association member acts in a way that is detrimental the Friends of Association will terminate their membership. Termination of membership will be confirmed in writing to the member.

10. **Funds allocation to spending proposals**

WHO: Requests for funds will be accepted from: parents, carers, children and teachers. A request should describe a) the scope b) the anticipated budget (with at least two quotes for requests exceeding £500) and c) a description of the benefits and the population benefitting from the expenditure.

WHAT: Types of requests deemed appropriate include: sporting, health, musical, cultural, educational benefit. Types of requests not deemed appropriate: donations to social events outside the school remit, school and teaching materials and equipment normally provided by council funding. As a guide, requests benefitting all or a large group of children are most suitable.

HOW: Requests should be submitted to the Chair and Treasurer on the following email address; gpowell4@virginmedia.com, swilson@hinguar.southend.sch.uk, sbaines@hinguar.southend.sch.uk, Johnwalne@hotmail.co.uk

WHEN: It is considered that spend proposals should be reviewed quarterly in order to enable a fair comparison of a number of alternative ideas. In order to be considered, a request should be transmitted to the Chairperson or Treasurer of the Friends Association 4 weeks prior to the planned review date.

ALLOCATION OF FUNDS: Funds will be allocated by a vote of the Friends Association committee members after a chance has been given to all parents to comment.

WHEN: Requests should be reviewed and money allocated quarterly during normal Friends Association meetings. Suitable requests received within the timeframe should be put on the schools website for 2 weeks of consultation to allow parents to comment on the proposal. Paper copy of the proposals can be requested by parents without access to internet. Proposal and comments should be available to the Friends Association committee members one week prior to the date set for the review meeting. Proposals should be decided by using the voting process described in section 9

11. **Unplanned expenditure**

In the course of organising an event it might become necessary to spend some funds to purchase goods and services (e.g. last minute purchase of food and drink). Provided such an event has been discussed by the Friends Association and that the Friends Association involvement has been endorsed, Committee members are allowed to make such purchases up to following limit: £50 without referring to another member, up to £100 after checking with one of the office bearers, up to £200 after checking with the Treasurer. In all cases, the details of the expenditure and the appropriate receipts should be communicated to the treasurer as soon as possible.

12. **Finance**

Hinguar Primary Friends Association will have a dedicated cost centre. Withdrawals will require the signature of the two treasurers and in their absence the Chairperson. The Treasurer will keep accurate records of all incomes and expenditure, and will provide a summary of this for each Friends Association meeting and a full account for the Annual Meeting. The Friends Association aims to finish a school year with uncommitted funds at around £1000. This number should be revised annually at the AGM.

13. **Dissolution**

Dissolution of the Friends Association can take place during an AGM after a majority vote from the committee member recommending such a course of action. In case of dissolution, remaining funds should be handed to the School for appropriate use as per the charitable purposes defined in this constitution.

14. **Changes to the constitution**

The Friends Association constitution will remain flexible and improvement opportunities will be sought via feedback and other methods. Minor alterations may be made if the majority of the Friends Association are in agreement. Any major changes to the constitution will be made at the AGM.