

## The Friends of Little Plumstead Primary School – Constitution

Charity Number 1122936

Registered Address

Little Plumstead Primary School

Old Hall Road

Little Plumstead

NR13 5FA

### 1. Our Aim

To help raise additional funds for Little Plumstead Primary School, so that every child within the school can benefit.

We will do this by:

Organising fundraising events. This may include buying, hiring or borrowing any equipment/tools/ services subject to health and safety regulations.

By promoting our 100 Club.

Encouraging as many parents/carers to get involved in Friends by promoting events that are taking place.

### 2. Membership

Membership is open to all parents/carers/grandparents of children attending school and teachers.

There will be 4 elected committee roles, they are:

Chair – will run Annual General Meeting and Ordinary General Meetings

Vice Chair – will deputise for Chair when required

Treasurer – will maintain accounts

Secretary – will organise meetings, take minutes at all meetings and distribute documentation for all meetings. Minutes and Treasurer's Report, once approved will be filed on Little Plumstead Primary School Website under Friends section for a minimum of 1 year.

It is recommended that the elected committee members can stand for a maximum of 4 years. Terms of office can be extended beyond this period if agreed at an AGM. If an elected role stands down during the year a replacement can be agreed at the next Ordinary General Meeting.

### 3. Annual General Meeting (AGM)

Each September (start of the new academic year) an AGM will be held.

Nominations for elected committee roles should be passed to the current Secretary prior to the meeting or during the meeting.

Activities throughout the previous school year term should be discussed.

The finances from the previous school year term should be discussed.

The existing committee or new committee members must be elected.

At least 2 weeks' notice will be given regarding AGM.

#### 4. Ordinary General Meeting (OGM)

These will take place each month within school term time.

School will discuss their wish list of items/requirements. The Friends focus is to support additional resources and experiences which cannot be funded out of the normal school budget.

Finances will be discussed based on incoming/outgoing expenditure with Treasurer providing a monthly report.

Fundraising ideas will be discussed along with ideas of what Friends would like some of the funds to be spent on.

There should be a quorum of 5 at the meeting in order that decisions can be made. If there is no quorum at meeting a decision can be found outside of the meeting or carried forward to the next OGM

#### 5. Finances

A bank account will be operated in the name of Friends of Little Plumstead School. All money received in the form of donations, grants, fundraising will be put into the bank account and will be used to further the aims of the group.

The elected committee will be signatories and the Treasurer and 1 other to sign for all transactions.

Annual accounts, including the 100 Club shall be independently audited and uploaded to the Charity Commission Website.

Any monies collected on the school site should be held in the school safe until it can be counted by 2 members of Friends, or 1 member of Friends and a member of school staff. It should then be banked at the earliest opportunity. Alternatively, large cash amounts can be counted by the automatic facilities available at the bank.

At all times there should be a buffer in the account of a minimum of £500.

When fundraising, if large floats of money (£500+) are required 4 weeks' notice must be given to the Treasurer to ensure money can be withdrawn from bank in time. Other floats (up to £100) need a weeks' notice in advance of the event.

Treasurer will provide a monthly report showing incoming and outgoing expenditure and an up to date balance of accounts.

## 6. Constitution

Any amendments to the Constitution can only be made at the next AGM or at a Special General Meeting called for that purpose.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must be circulated with notice of when the meeting will take place.

A 2/3 majority of those present and entitled to vote at a meeting must be received.

The Constitution should be reviewed at least once every two years at the AGM to ensure that it is up-to-date and remains fit for purpose.

## 7. Dissolution

If a meeting by simple majority decides it's necessary to close down the group a special meeting must be called. The sole business of this meeting will be to dissolve the group.

If it's agreed all remaining monies and other assets, once any outstanding debts have been paid will be passed to Little Plumstead Primary School.

This Constitution was agreed at a Special Meeting held on Wednesday 17<sup>th</sup> March 2021, in attendance were Paul Bassham (Chair), Rebecca Turner (Vice Chair), Mel Cockburn (Treasurer), Fiona Proctor (Secretary) and Sarah Thorp.