

ST MARTIN'S ROMAN CATHOLIC PRIMARY SCHOOL

CONSTITUTION

1 Name

The name of the Association shall be St Martin's School Association and known as St. Martin's Parent and Staff Association or St. Martin's PSA.¹

2 Object

The object of the Association is to advance the education of the pupils at St Martin's Roman Catholic School by providing and assisting in the provisions of facilities for education at the school and as ancillary thereto and in furtherance of this object the Association may:

- (i) Foster more extended relationships between staff, parents and others associated with the school and
- (ii) Engage in activities which support the school and advance the education of the pupils attending it.

In furtherance of the said purposes but not otherwise the Association through its General Committee shall have the following powers:

- (a) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise; provided that the Association shall not undertake any permanent trading activities in raising funds for its primary purpose
- (b) To take and accept any gifts of property, whether subject to any special trusts or not
- (c) To sell, let, mortgage, dispose of or turn to account all or any other property of funds of the Association as shall be necessary
- (d) To borrow or raise money for the purposes of the Association on such terms and on such security as the General Committee shall think fit, but so that no liability shall accrue to the individual members of the Association.

3 Limitations

The Association is confined to general education and social activities. Any specific matters affecting the school must be dealt with through the Head Teacher and the Governing Body.

¹ Please note that legally we were unable to change St Martin's School Association to PSA with the Charities Commission and the bank account, therefore, we need stick with it, but can have PSA branding

4 Membership

Membership shall be open to

- a. All parents whose children are in or who have attended the school
- b. The teaching and auxiliary staff of the school
- c. Former teaching and auxiliary staff of the school who may apply for membership and whose applications have been approved by the General Committee

5 Management

The affairs of the Association shall be managed by a committee consisting of the Head teacher and 4 officers (Chairperson, Vice-Chairperson, Treasurer and Secretary) who will be appointed at the Annual General Meeting. From time to time, there may be other elected members, such as Class Representatives; any such elected roles shall not be expected to attend all meetings, nor take part in the organisation of all events in the school year.

The Committee will be appointed for one year. Members may stand again at the AGM if they wish to do so.

6 General Committee

- a) The Committee may co-opt members to work for a particular event but members so co-opted will retire after the events
- b) Any casual vacancy on the General Committee arising during the year may be filled by the General Committee and the person so elected shall serve for the remaining unexpired part of the term of office of the member whose retirement caused the vacancy.
- c) The General Committee will meet at least once a term during the year and the Secretary shall give all members not less than 7 days' notice of each meeting. The meeting will be open to all members of the Association. The quorum shall comprise four members. In the event of an equality in the votes cast the Chairman shall have a casting vote.

7 General Meeting

An Annual General Meeting shall be held in the Autumn term of each year to receive the General Committee's report and accounts and to elect members of the Committee in place of those retiring.

Nominations for election to the General Committee shall be made at least seven days before the Annual General Meeting. They must be supported by a seconder and the consent of the proposed nominee must first have to be obtained. If the nominees exceed the number of vacancies, a ballot shall take place in such manner as shall be determined.

The quorum at an Annual General Meeting shall be six. If a quorum is not present within half an hour from the commencement of the meeting the meeting shall be adjourned for seven days and the members so attending the adjourned meeting shall form a quorum.

The committee shall decide when Ordinary meetings of the Association shall be held and shall give at least seven days' notice of such meetings to all members.

Special General Meetings of the Association shall be held at the written request of at least ten members and those members personally present shall constitute a quorum for such Special General Meetings.

8 Sub Committee

The General Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairperson and Secretary of each sub-committee shall be appointed by the General Committee and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the General Committee as soon as possible. Members of the General Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the General Committee. Sub Committee shall be subordinate to and may be regulated or dissolved by the General Committee.

9 Declaration of Interest

It shall be the duty of every Officer or member of the General Committee or sub-committee who is in any way directly or indirectly interested financially or professionally in any item discussed at any committee meeting at which he or she is present to declare such interest and he/she shall not vote thereon.

10 Expenses and Administration and Application of Funds

The General Committee shall, out of the funds of the Association pay all proper expenses of administration and management of Association. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient the remaining funds of the Association shall be applied by the General Committee in furtherance of the purposes of the Association.

11 Investment

All monies at any time belonging to the Association and not required for immediate application for its purposes shall be invested by the General Committee in or upon such investments, securities or property as it may think fit.

12 Trustees

Any freehold and leasehold property acquired by the Association shall and if the General Committee so directs any other property belonging to the Association may be vested in trustees who shall deal with such property as the General Committee may from time to time direct. Any trustees shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the General Committee. A trustee need not be a member of the Association. The Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Association shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being such a trust corporation) and liability under such indemnity shall be a proper administrative expense.

13 Amendments

This Constitution may be amended by a two-third majority of members present at the Annual General Meeting or Special General Meeting of the Association, provided that 28 days' notice of the proposed amendment has been given to all members (and provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Association at any time to cease to be a charity in law).

14 Notices

Any notice required to be given by these Rules shall be deemed to be duly given if taken or sent to the address of that member last notified to the Secretary.

15 Winding Up

The Association may be dissolved by a two-third majority of members voting at an Annual General meeting or Special General Meeting of the Association confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous Meeting. If a motion for the dissolution of the Association is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the meeting is give. In the event of the dissolution of the Association the available funds of the Association after the satisfaction of any outstanding debits and liabilities shall not be distributed amongst member of the Association but shall be given to the school for the benefit of the children of the school, which is exclusively charitable in law.

On dissolution the minute books and other records of the Association shall be disposed of in accordance with instructions approved by such meetings.

16 Definitions

- (a) The “school” wherever referred to shall mean St. Martin’s Roman Catholic Primary School, Caversham Park Village.
- (b) Parents shall be taken to include, as well as natural parents, foster parents, step parents, grandparents and guardians
- Head Teacher shall mean the Head Teacher or Head of School for the time being of St. Martin’s Roman Catholic Primary School, Caversham Park Village

Version Control

Date	Changes	Author
Unknown	Creation NB A hard copy was acquired from the School and typed up. This version is baselined at V1.0	Unknown
25 September 2014	Inclusion of Head of School as well as Head Teacher Changing quorum from 8 to 6 at AGM Removing reference to ‘Spring’ AGM and mentioning Autumn term instead Chairman to Chair person Removal of Vice-Chair succession to Chair rule Inclusion of PSA in the Association name Removal of rule for General Committee to meet once a month; now once a term Removal of rule regarding 5 other elected members and softening to state from time to time there may be other elected members Version 1.1 DRAFT	Anna Moorcroft
21 January 2015	All changes accepted following PSA meeting on Jan 15 th . Moved to FINAL 2.0	Anna Moorcroft