

Friends of Joy Lane (FJL): Constitution

1. Title

The association shall be known as Friends of Joy Lane, often simply referred to as FJL. FJL is a 'friends association'.

2. Aims of FJL

The aims of FJL are to advance the education and wellbeing of all pupils within the school by providing or assisting in the provision of resources including facilities and experiences (not usually provided by the local authority).

This includes:

- a) Promoting close collaboration and cooperation between parents, carers and the wider community and teachers.
- b) Engaging in activities which support and advance the education of the pupils attending the school, including fund raising and out of school activities.
- c) Granting funds to support requests from the school via a process of delegate voting.

It is not the purpose of FJL to:

- Raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines.
- Discuss school management/operational procedures, curriculum and timetabling; staff selection and appointment; school hours or holidays; and management of budget.

All of these matters fall outside the remit of FJL

3. Membership

Being a 'Friends' association, membership is not confined to parents and other family members and members of the public who have been approved by the Committee.

All parents, guardians and carers of children attending the school and nurse, and all teachers employed at the school are automatically considered part of the association. However, membership is also welcomed from the wider local community and anyone can join by request.

All members are subject to the FJL code of conduct

Please see separate Code of Conduct document

4. The Committee

The general FJL committee consists of the following elected positions:

- Chair
- Vice Chair
- Secretary
- Treasurer
- School Staff Committee Member
- Ordinary Committee Members

The positions will be elected by members of FJL at the Annual General Meeting (AGM).

Positions will hold office for one year and will be eligible for re-election.

Where a position becomes vacant during the normal term of office, the committee may, at their discretion, opt to fill this post by one of the following ways:

- A deputy for the post or an agreed member of the committee may stand in for the duration of the post
- The committee may elect a replacement
- An extra-ordinary General Meeting may be arranged to elect a member to the post.

Committee Role	Responsibility
<p>Chair Direct meetings, making sure everyone’s views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association’s constitution, model policies if applicable and their role</p>	<ul style="list-style-type: none"> - Prepares for meetings (with the Secretary). - Invites committee members, parents and staff. - Suggests items for the agenda - Sets the ground rules for meetings and makes sure they are inclusive and efficient - Delegates tasks to other members and volunteers, and checks they are completed. - Liaises with the school and requests a ‘wish list’ for the committee to agree what to fund. - Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is Charity registered. - Ensures any decisions made are clear, fit the objects of the association and by agreement of the committee as per your constitution. - The Chair cannot make decisions alone all decisions are made by the committee as a whole. - Writes the annual report for the association (with the Secretary). - Can be a signatory on the PTA bank account (along with at least one other committee member). - Making sure the association is GDPR compliant.
<p>Vice Chair Deputise for the Chair and would step into the role of Chair if they were absent, or had stepped down.</p>	<p>The skills required for a Vice Chair would be the same as the Chair role above.</p>
<p>Secretary Supports the Chair to build effective communication links between the school and the association and maintains accurate records.</p>	<ul style="list-style-type: none"> - Prepares for meetings (with the Chair). - Takes minutes at meetings, recording attendance, action points, decisions and proposals. - Circulates approved minutes, along with a reminder of any actions agreed. - Maintains association records.

	<ul style="list-style-type: none"> - Making sure that the association is GDPR compliant. - Updates trustee details with Charity Commission (as appropriate). - Assists the Chair writing the annual report for the association. - May be a signatory on the PTA bank account (along with at least one other committee member). - Handles written and email correspondence received for the association.
<p>Treasurer Ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. They should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.</p>	<ul style="list-style-type: none"> - Keeps up to date and accurate financial records. - Presents financial updates at each committee meeting. - Manages the PTA bank account and holds the association cheque book. - Arranges changes of signatories on the association bank account. - Manages different payment platforms. - Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA. - Ensures best practice procedures for counting and banking money after events are in place and followed. - Makes approved payments. - Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members. - Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts. - Completes the Charity Commission annual return. - Manages Gift Aid (or assists the committee member responsible for managing Gift Aid). - Ensure you have read a copy of your associations Insurance Policy Summary, detailing cash cover and adhere to any guidelines.
<p>Ordinary Committee Members Are equally legally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity, if your Association is a registered charity, and can be signatories on the bank account.</p>	<p>As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association. This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role. Ordinary committee members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-Ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a class representative.</p>
<p>School Staff Associate Member One or more members of staff who will provide a consistent link with FJL to support collaborative working to meet the aims of the association.</p>	<p>Responsibilities are the same as the ordinary committee members but in addition to these, they would also:</p> <ul style="list-style-type: none"> - Attend the termly committee and AGM - To cascade information to the wider staff body where appropriate.

5. FJL Meetings

FJL will meet once a term but will set up separate working groups which focus on specific projects/pieces of work. This is in addition there will be the Annual General Meeting (AGM).

At all termly meetings, there must be a minimum of 3 of the elected committee members to make the proceedings of that meeting valid.

Each member shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairman (or Vice Chairman when the Chairman is absent) shall have the deciding vote which shall be used only in the event of a tie.

6. Annual General Meeting (AGM)

The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:

- a) The work of the Committee
- b) Approval of the Accounts for the preceding year
- c) Appointment of an independent examiner of the Accounts
- d) Receipt of reports of the Chairpersons report
- e) Election of members to serve on the Committee
- f) Discussion of motions received

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings there shall be no less than 5 members of the elected committee to make the proceedings of the meeting valid.

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

7. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of July in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

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.

8. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by the vote of a majority and in agreement with the Head Teacher. Any remaining funds should be distributed for the benefit of the children at the school.