



FRIENDS OF HERON CONSTITUTION

Last updated 9th January 2015

Approved by the Full FoH Committee and Full Governing Body

1 The Constitution

1.1 This is the Constitution of the Friends of Heron School.

1.2 Alterations to the Constitution shall receive the assent of two thirds of the Full Committee and the Full Governing Body before they can be implemented.

2 Aims and Objectives

2.1 The aim of Friends of Heron shall be to foster, support and advance the education and well being of all Heron Primary School pupils and the good future of the school.

2.2 The principal objectives shall be:

2.2.1 To engage in activities which support the school and advance the education and the development of the pupils attending it;

2.2.2 To allocate funds raised through social activities, fundraising events or donations to benefit the pupils; and

2.2.3 To support extended relationships between parents, staff, governors and the wider school community.

3 Officers and Committee

3.1 The Full Committee shall consist ideally of 15 members.

3.2 Within the Full Committee there will be two representatives from the staff, nominated by the school, one representative of the Governing Body, nominated by the Governing Body and twelve representatives of the parent body.

3.2.1 Chair

3.2.1.1 The Chair will be the key link between the Friends of Heron and the Head Teacher.

3.2.1.2 The Chair shall ensure Friends of Heron is running smoothly and work closely with the Full Committee to ensure due governance in accordance with the Constitution.

3.2.1.3 The Chair shall be a signatory on Friends of Heron accounts.

3.2.1.4 The election of the Chair by the Full Committee will be for a term of one year.

3.2.2 Vice-Chair

3.2.2.1 The Vice-Chair will deputise for the Chair as and when necessary.

3.2.2.2 The election of the Vice-Chair by the Full Committee will be for a term of one year.

3.2.3 Secretary

3.2.3.1 The Secretary shall manage the written communication of the Full Committee, working with the Chair, producing agendas and minutes as appropriate.

3.2.3.2 The Secretary will ensure that the paperwork is kept in order and due notice for all meetings, including the Annual General Meeting is provided.

3.2.3.3 The Secretary shall be a signatory on Friends of Heron accounts.

3.2.3.4 The election of the Secretary by the Full Committee will be for a term of one year.

3.2.4 Treasurer

3.2.4.1 The Treasurer will be responsible for keeping accounts and financial records of Friends of Heron.

3.2.4.2 It will be the responsibility of the Treasurer to ensure that independently audited accounts are produced annually including an Income and Expenditure Account and a Balance Sheet. After approval by the Full Committee a copy of the account must be sent to the Governing Body within seven days.

3.2.4.3 The Treasurer shall be a signatory on Friends of Heron accounts.

3.2.4.4 The election of the Treasurer by the Full Committee will be for a term of one year.

3.3 Committee Officers will be elected by the Full Committee annually at the first Friends of Heron meeting after the formal call for new Committee members has been completed.

3.4 A formal call for new Friends of Heron Committee members will be held in the first term of the academic year.

3.5 Committee Officers shall serve for a period of one year before re-election is required.

4 Sub Committees

4.1 From time to time, depending on fundraising activities, a sub-committee may be formed to organise a specific event. Any such sub-committee will report back to the Full Committee and key points included in the minutes.

5 Election to Friends of Heron

5.1 Membership of Friends of Heron is open to all parents/grandparents/carers that have children currently at Heron School.

5.2 If there are more nominations received than the open Full Committee can sustain, an election will be held for new nominations that year.

5.3 If an election is required. Election to Friends of Heron is by nomination. All persons wishing to be elected are to submit their name for consideration with a Proposer and a Secunder; and these will be reviewed by the existing Friends of Heron Committee members that are not a subject of the election and selected by secret ballot.

5.4 All Full Committee members shall serve for a term of up to three years. After three years of continued membership on the Committee, members may apply for continued membership/re-election to the Full Committee.

6 Meetings

6.1 A Full Committee meeting shall be held at least three times a year.

6.2 To be quorate at a Full Committee meeting there must be at least 50% of the Committee members present.

6.3 A calendar of Full Committee meetings will be set, agreed and published at the first Full Committee meeting of the academic year; additional meetings may be arranged subsequently as required to plan events.

6.4 An agenda for Committee meetings will be distributed seven days prior to a meeting.

6.5 Full minutes must be kept of all meetings, including input from any sub-committees as appropriate. These minutes must be presented at the next meeting of the Committee/Sub Committee, as appropriate, for approval; and minutes should be available on request.

7 Financial Matters

7.1 The bank account will be operated in the name of Friends of Heron and the withdrawals shall be made on the signature of any two of the three Officers.

7.2 Any donations from the Friends of Heron must be approved by those present at a quorate Full Committee meeting.

7.3 All expenditure must be evidenced and receipts should be promptly handed to the Treasurer.

7.4 The Friends of Heron accounts should be annually audited by an independent, qualified auditor.

7.5 The Friends of Heron shall provide regular communication to Governors and parents/grandparents/carers highlighting where monies raised have been used.

8 Annual General Meeting

8.1 In lieu of an Annual General Meeting (AGM), the Governors have agreed that the Chair will produce an Annual Friends of Heron Report to include the following items:

8.1.1 Treasurers report, including approval of audited accounts.

8.1.2 Chair's report of the activities of Friends of Heron and future plans.

8.2 The Annual Friends of Heron Report will be published at the start of each academic year and made available to all interested parties, including the Governing Body, school and parent body of Heron Primary School, e.g on request through the school and on the Friends of Heron website.