

Parents and Friends of St Matthew's Bloxam School

Registered Charity: 114317

SMALL CHARITY CONSTITUTION

Name

The charity's name is Parents and Friends of School (PaFoS) for St Matthew's Bloxam Primary School.

Purpose

The purposes of the charity are: The advancement and enhancement of education, for the benefit of the St Matthew's Bloxam School community.

Trustees

The charity shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the charity. Trustee roles to include: - Chair, Vice Chair, Treasurer, Secretary and General Trustees (with no specific role). Shadowing is recommended prior to role appointment.

Carrying out the purposes

In order to carry out the charitable purposes, the Trustees have the power to:

- (1) Raise funds, receive grants and donations.
- (2) Apply funds to carry out the work of the charity.
- (3) Co-operate with and support other charities with similar purposes.
- (4) Do anything which is lawful and necessary to achieve the purposes.

Membership

The charity shall have a membership. Members of the school community, who are aged 18 and over and who support the work of the charity can be members. All members can apply to be a Trustee. Membership is continuous unless otherwise agreed by the Trustees. Trustees will be agreed by the PaFoS members and Trustees at each AGM. This will be reviewed annually.

Trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend.

Annual General Meeting (AGM)

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM and made publically available.
- (2) There must be at least 3 Trustees present at the AGM.
- (3) Every Trustee/member has one vote.
- (4) The Trustees shall present the annual report and accounts and maintain up to date records with the Charity Commission.
- (5) Any member may stand for election as a Trustee.
- (6) Members shall elect between 3 and 10 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

Trustee Meetings

- (1) Trustee must hold at least 3 meetings each year. At the AGM they will elect a Chair, Vice Chair, Treasurer and Secretary. Trustees may act by majority decision. The Chair has second casting vote if needed.
- (2) At least 3 Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting and be made publically available.
- (3) If Trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the Trustees may appoint up to 2 additional Trustees. They will stand down at the next AGM
- (5) The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.
- (6) Members/Trustees may request the Chair to add items to the meeting agenda a minimum of 24 hours prior to the meeting.

Money and Property

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request and are available on the Charity Commission website.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses (Receipts must be provided to the Treasurer and expenses agreed by the Chair before any purchases are made).
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 signatories (Signatories can include: Trustees or members of the Senior Leadership Team at SMB).
- (5) All Trustees to comply with the PaFoS **Financial Policy** which is reviewed annually.

General Meetings

If the Trustees consider it is necessary to change the Constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from any member/s. All members must be given 14 days' notice and be told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** – can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** – called on written request from a majority of members. Trustees may also call a General Meeting to consult the membership.