



St John's C of E Primary School, Lemsford

Constitution for the Lemsford School Association (LSA)

adopted on 25 September 2024 after approval at the AGM on this date

1. Aims & Objectives

The aim of the Association is to advance the education of the pupils in the school. In furtherance of this objective the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of the pupils attending it.
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

The Association shall be non-party political and non-sectarian.

2. Membership

Membership of this Association shall be open to all parents of pupils attending the school, and to all members of the school staff.

3. Committee Members

The Committee shall consist of the following Association Members:

- Head Teacher
- Chair / Co-Chairs
- Secretary
- Treasurer
- Class Reps (a minimum of 7, covering each of the school years)
- Governors Liaison

The Chair(s), Secretary, Treasurer, Class Reps and Governors Liaison shall be elected at the Annual General Meeting (AGM).

The Committee shall be empowered to co-opt additional Members for specific purposes during its term of office, but any such co-optees will not be eligible to vote.

4. Voting Rights

Any Member of the Association may attend Committee Meetings and have an opportunity to express their views, but only Committee Members have the right to vote.

Where an agenda item requires approval, decisions shall be made by a simple majority of Committee Members present. The Chair(s) shall exercise the casting vote in the event of a tie.¹

5. Responsibilities of the Committee

The Committee shall be responsible for organising events and raising funds in pursuit of the aims and objectives stated in section 1. The Association shall not undertake any permanent trading activities in raising funds for its charitable objectives.

6. Committee Meetings

Committee Meetings shall require six Committee Members to form a quorum. Two of these six Committee Members shall be the Chair (or one of the Co-Chairs) and the Head Teacher.

6.1 Annual General Meeting (AGM)

An AGM shall be held every year in September. At least 14 day's notice shall be given to all Members.

The agenda for the AGM shall be:

- Welcome new Members to the Association
- Review the Head Teacher, Chair and Treasurers Reports covering the previous school year
- Review & approve the accounts for the previous financial year (to end August), for submission by the Treasurer to the Charity Commission
- Elect Committee Members for the new school year
- Elect an Auditor for the new school year
- Review and approve the Trustees of the Charity
- Review and approve the signatories on the LSA bank account
- Review and approve the LSA Constitution (this document)
- Any other business

Any Member wishing to raise an additional agenda item for the AGM shall make their request in writing to the Secretary at least 7 days before the meeting.

¹ Exceptions to this are where the Constitution is being amended or the Association dissolved. In these specific instances, two thirds of Committee Members present at the meeting shall be required to agree to make a decision . Further details can be found in sections 10 and 11 below.

6.2 Special General Meeting (SGM)

A SGM may be called at the written request of 5 or more Association Members stating the reason for the request and the resolution(s) being sought. At least 14 day's notice shall be given to all Members.

6.3 Meeting Minutes

The Secretary shall minute all Committee Meetings. Once drafted, minutes shall be circulated to all Members. Any queries or questions regarding the minutes shall be made in writing to the Secretary.

7. Financial Arrangements

A bank account shall be operated in the name of the Association.

Signatories on the account shall be the Treasurer, the Chair (or one of the Co-Chairs), and any two other Parent Members. The Treasurer shall be the main contact on the account.

All withdrawals shall require two signatures. A signatory shall not approve any monies being transferred from the Associations bank account to themselves.

8. Auditor

The Auditor shall examine and comment on all accounts produced by the Treasurer and shall comment on this at the AGM when the accounts are presented.

The Auditor is elected each year at the AGM.

The Auditor shall not be a member of the Committee.

9. Charity Trustees

The Association shall be registered as a charity and the Trustees shall be the Chair(s), the Treasurer, and the Secretary.

The Treasurer shall be the registered contact at the Charity Commission and shall be responsible for uploading the annual return once it has been approved at the AGM.

10. Alteration of the Constitution

No alteration to this Constitution may be made except at the Annual General Meeting (AGM) or a Special General Meeting (SGM) called for this purpose.

No amendments or alterations shall be made without the prior written permission of the Charity Commission to the aims and objectives of the Association or the process for dissolution, and no alteration shall be made which would cause the Association to cease to be a charity in law.

Alterations to the Constitution shall require the approval of at least two thirds of Committee Members present and voting at the relevant AGM or SGM. The Charity Commission shall be made aware of amendments to the Constitution within 21 days of them being approved.

11. Dissolution

The Association may be dissolved by resolution presented at a SGM called for this purpose. The resolution must have the approval of at least two thirds of Committee Members present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the Members of the Association but will be given to the school for the benefit of the children. In the event of the school closing, the assets shall be distributed to the school to which the majority of children of the closing school will go. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.