

CONSTITUTION – ST JAMES’ SCHOOL
PARENTS AND FRIENDS ASSOCIATION
Charity number: 1003759

1. The name of the Association shall be known as St James’ School Parents and Friends Association. “St James’ PFA” shall be the working name, as recorded by the Charity Commission.
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object 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 the education at the school (not normally provided by school funding).
3. The members of the Association shall be any parent or friend of St James’ School, Gaunts Common, Wimborne, Dorset.
 - a. ID:- URN: 148300, DfE number: 838/3017, UKPRN: 10087313
4. The Trustees shall consist of Chairperson, Honorary Secretary, and such other Trustees as a committee may from time to time appoint.
5. The Association shall be under the control of the Committee which shall consist of all Trustees plus general Committee members. The Committee shall be a minimum of 5 and maximum of 10. The Committee shall be appointed by the Members at the Annual General Meeting (refer to article 7).
6. The Committee shall have power to co-opt additional members of the Committee provided that they do not exceed one-third of the total number of members. One member of the Committee shall hold the office of School Liaison Officer. The Chairperson of the St James’ School Parents and Friends Association must be a member or co-opted member of the Committee. These posts can be held concurrently with another office. The Committee should represent as far as possible the whole geographical area and the entire school age range. Committee members to be elected annually at the Annual General Meeting (AGM).
7. The Annual General Meeting of the Association shall be held in every year not later than the end of October to transact the following business:-
 - a. To appoint Members of the Committee.
 - b. To deal with any special matters which the Committee desire bringing before the Members for consideration.

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- c. To receive, approve and adopt a statement of account from the Board of Trustees in respect of St James’ PFA financial accounts to the 31st August.
8. A notice of the Annual General Meeting shall be posted in the school not later than ten days before the Meeting.
9. All nomination for Members of the Committee and motions must be sent to the Honorary Secretary at least five days prior to the Annual General Meeting. All nominations must be seconded and have approval of the nominee.
10. Trustees of the newly elected Committee are appointed at their inaugural meeting following the Annual General Meeting. Trustees are registered with and must be acceptable to the Charity Commission.
11. No alteration to this Constitution may be made except at the Annual General Meeting or Special General Meeting (SGM) called for, this purpose. No amendments or alterations shall be made without the prior or written permission of the Charity Commission to clauses 2, 11 & 14 and no alterations shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall I receive the assent of two thirds of the members present and voting at an AGM or SGM.
12. A special general meeting may be convened at anytime by the Committee within 21 days from the receipt of a request in writing signed by not less than 10 members of the Association specifying the object of the Meeting.
13. The Chairperson appointed shall (whenever possible) preside at all Committee Meetings and General Meetings and they shall have a casting vote in the event of an equality of votes.
14. The Association may be dissolved by a resolution presented at an SGM called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts or liabilities. These assets may not be distributed among the Members of the Association but will be given to the school, or in the event of a school closure, to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.
15. The title to all real or personal property which may be required by or on behalf of the Association shall be vested in a corporation lawfully entitled to act as Custodian Trustee or in not less than two individual persons. Bank accounts shall be operated in the name of the Association and monthly withdrawals totalling more than £200 shall be made on the signatures of any two Committee members or Trustees.

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16. The Board of Trustees shall have the power to co-opt on to the Board one other person from outside to act as Treasurer and/or Covenant Secretary; such person would not have voting rights.
17. Audited accounts shall be presented to the Association annually by the Board of Trustees and submitted to the Annual General Meeting.
18. The Committee may appoint sub-committees as it seems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
19. At Committee meetings five or one-third whichever is the greater shall form a quorum. At General Meetings a minimum of 5 members shall form a quorum.
20. The Head Teacher may attend any Committee meeting if they so wish. All activities affecting the school will be run in close co-operation with the Head Teacher and staff.
21. The Head Teacher or nominated deputy shall have the ultimate decision on all educational matters.
22. The committee shall have the power to interpret this Constitution should there be any ambiguity or difference of opinion concerning the purpose of intention of any rule.
23. The Chairperson shall be limited to a term of three consecutive years.
24. AGM, SGM and Committee meetings may be run as virtual meetings as a whole or as a hybrid (i.e., some attendees face-to-face and some joining by virtual means). The nature and rules are to be agreed by the Chairperson.
25. At the discretion of the Chairperson, voting may occur by:-
 - a. Voting by proxy
 - i. If you're unable to vote in person you can ask someone to vote on your behalf. This is called a proxy vote.
 - ii. Your proxy should be someone you trust to vote on your behalf. You'll need to tell them which candidate (or referendum outcome) you want to vote for.
 - iii. Your proxy must be communicated in writing or email to the Secretary in advance.
 - b. Voting in writing or email

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- i. If you're unable to vote in person you can write or email your vote in advance. Other forms of electronic communication are not accepted (such as WhatsApp, 'text message').
 - ii. Your vote must be based on specific options provided in a detailed agenda, which states 'voting in writing' is applicable.
 - iii. Your vote must be communicated in writing or email to the Secretary in advance.
- c. Voting via virtual meeting room
 - i. Your vote must be clearly articulated and understood by the Chairperson and Secretary.