

## Friends of Bleak Hill School

The Friends of Bleak Hill School is a Parent / Teacher Association with the aim of advancing the education of the pupils of the school, by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

The "Friends" raise funds in many ways with the intent that everyone in the school and local community are able to make a contribution. An example of these events could be fayres, bingo, and discos. Other initiatives include recycling opportunities and bags to school events. Many parents and teacher use their wide-ranging skills and spare time to enable a full calendar of events.

### **Constitution & Rules**

- (1) **The Name** of the Association shall be Eccleston Windle Bleak Hill County Primary School Friends Association (abbreviated to Friends of Bleak Hill School).

- (2) **Objects** – the objects of the Association are to advance the education of the pupils of the School, by providing and assisting in the provision of facilities for the education at the School (not normally provided by the Local Education Authority), and as an ancillary thereto in in furtherance of this object the Association may:-

Foster more extended relationships between the staff, parents and others associated with the school

Engage in activities which support and advance the education of the pupils attending it.

- (3) **Membership**

The membership of the Association shall consist of all Family members (over 18) of the pupils of the School, together with the Head, Deputy Head, and all people who work at the School.

Where parents/carers no longer have children at the School but wish to continue their interest in the School, through the Association such family members may be accepted as Friends of the School. Where a child leaves the School during the year, the parent being a member of the Association shall be deemed to continue as such until the next A.G.M.

- (4) **The President** of the Association shall be the Head Teacher. The name of the Vice President shall be submitted for approval at the Annual General Meeting.

- (5) **Eligibility for office**

Any member that meets the criteria detailed in the Point 3 – Membership shall be eligible for election for the following offices of the Association: -

Chairman  
Treasurer  
Minuting Secretary

The Vice Chairman shall be the Deputy Headteacher.

The officers shall retire annually but shall be eligible for re-election.

- (6) **Committee**

The Management and control of the Association shall be vested in a Committee which shall consist of the following officers: -

President  
Chairman  
Vice Chairman  
Treasurer  
Minuting Secretary

Plus members who shall be elected from the membership of the Association.

The Committee shall have the power to co-opt up to 4 members and to appoint any sub-committee and shall prescribe the function of any such sub-committee.

The Committee shall retire annually but members shall be eligible for re-election.

Casual vacancies on the Committee may be filled by the Committee by co-operation. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.

**(7) Duties of the Officers – the duties of officers shall include**

**Chairman**

- To see that the meetings are properly constituted
- To see that the requirements of rules, order etc are observed
- To maintain order of business as set out in the agenda unless the meeting consents to change
- To give all wishing to do so an opportunity to speak
- To permit no irrelevant discussion, and none at all if that item is not before the meeting
- To put motions etc to the meeting in order to ascertain the sense of the meeting thereon
- To conduct the proceedings in a proper manner
- If a ballot on a motion is tied, then the Chairman may cast a deciding vote at his / her discretion

**Vice Chairman**

To undertake the duties of the Chairman during his/her absence. To take the chair of the A.G.M during the election of the officers for the forthcoming year

**Minuting Secretary**

Shall record the proceeding of each meeting of the Association and each duly convened meeting of the Committee. Shall maintain the records of the official correspondence of the Association

**Treasurer**

Shall keep a true and accurate record of the accounts of the functions and of all the expenses of the Association. To submit accounts, duly audited at the A.G.M.

**(8) Meetings**

The Annual General Meeting of the Association shall be held in September each year to consider:-

- Any relevant reports
- The election of the officers and the committee
- Any other relevant matters
- Committee members shall be held termly, or as the occasion arrives, at the discretion of the Committee.

No alteration of the rules may be made except at the A.G.M or at a Special Meeting called for the purpose. No alteration or amendment shall be made to the objects clause or dissolution clause, which would case the Association to cease to be a charity at law.

**(9) Bank Account**

The Banking account shall be in the name of the Association and withdrawals shall be made in the name of any two of the following: -

- Chairman

- Vice Chairman
- Treasurer
- Minuting Secretary

Two auditors not being members of the committee shall be appointed annually at the A.G.M. to audit the accounts and books of the Association.

- (10) The Association may be dissolved by a Resolution passed by a three-quarters majority of those present and voting at an Annual General Meeting or Special General Meeting of which twenty-one days' notice shall have been given.
- (11) Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at law.
- (12) The Association will ensure any Public Liability Insurance is appropriate to cover all its meetings and activities.
- (13) All matters relating to the operation and organisation of the School are the concern of the St Helens Local Education Authority, the School Governors and the Head Teacher, whose particular responsibilities in these areas are described in the Articles of Government of the School.