

FRIENDS OF ST PAUL'S

CONSTITUTION FOR THE FRIENDS OF ST PAUL'S RC PRIMARY SCHOOL (FOSP)

1. Name :- The Friends of St Paul's (FOSP).
2. Function:- To raise funds for the added benefit of the children attending the school.
3. The Election of Officers
 - 3.1 The chairperson will be elected at the end of the existing post holder's 3 year term of office, or when resignation of the existing Chairperson makes election necessary. All parents/guardians of children in the school (Reception – Y6) are eligible.
 - 3.2 The other officers will be Treasurer and Secretary. The Treasurer role will be subject to the same terms of appointment as in 3.1.
 - 3.3 Officers may serve a maximum of 3 year term (unless no other person offers themselves for election).
 - 3.4 The position of any of the above may be shared by two people.
 - 3.5 One person cannot act as Chairperson and Treasurer simultaneously.
4. Meetings
 - 4.1 Meetings must be held at least once per term.
 - 4.2 Four members must be present for a meeting to be quorate.
 - 4.3 A meeting can be held in the absence of the chairperson, as long as one of the elected officers is present (ie. Treasurer or Secretary).
 - 4.4 Should a formal vote be required, only named Committee members are entitled to vote on proposals and to propose and second items arising from the agenda.

5. Size of Committee

- 5.1 There is no upper limit to the size of the Committee.
- 5.2 All parents/guardians are encouraged to join.
- 5.3 All members must be a parent, guardian or grandparent of a child attending the School or Nursery.

6. Communication

- 6.1 A termly newsletter will be sent from the Committee to all parents/guardians to inform them of proposed events and to provide updates on previous events.
- 6.2 Minutes will be displayed in the school Reception area.

7. Financial Reporting

- 7.1 The Headteacher and Chair of Governors will receive termly updates on the financial position.
- 7.2 The Chairperson or Treasurer will provide termly financial updates to the Committee.
- 7.3 The FOSP Annual Accounts will be independently audited at the end of each academic year and presented to a FOSP meeting within the first term of the new academic year.
- 7.4 The accounts should also receive an independent overview several times during the year where the accounts, records and bank statements should be sighted, but not audited.
- 7.5 The Policy for the Financial Administration of FOSP and the FOSP Constitution will be reviewed by the Chairperson, Treasurer and Governors annually and reported to a meeting of FOSP.

8. Definition of Roles

- 8.1 *Chairperson* – the Chairperson has responsibility for arranging regular FOSP meetings and must liaise with the Secretary and School as to the relevant arrangements. The Chairperson is also the convenor of all meetings (subject to 4.3 above). If the Chairperson is unable to attend a meeting they must ensure that another officer will be present. The Chairperson has responsibility with the Treasurer to ensure accounts are prepared, audited and presented to Governors and FOSP (subject to 7 above). The Chairperson is an authorised cheque signatory.
- 8.2 *Treasurer* – The Treasurer is responsible for all monies and banking of such. They must keep updated accounts at all times and ensure monies are collected from school weekly and banked in accordance with the Policy for the Financial Administration of FOSP. The Treasurer is responsible for the issuing of cheques and authorising payment of invoices, thus the Treasurer must remain independent of any ordering/raising of invoices. The Treasurer has responsibility with the Chairperson to ensure accounts are prepared, audited and presented to Governors and FOSP (subject to 7 above). The Treasurer is an authorised cheque signatory.
- 8.3 *Secretary* – The Secretary must liaise with the Chairperson to ensure accurate Minutes are taken and distributed. The Secretary is an authorised cheque signatory.

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