



Parent, Governor & Staff Association Constitution

The **Constitution** of the **Holy Family Parent, Governor & Staff Association**

“We are the Holy Family, We are united in God’s love”

All events and activities undertaken by Holy Family PGSA will be in line with the Catholic ethos of the school and comply with the teachings of the Church

1. Name

- a) The Association shall be named the **Holy Family Parent, Governor & Staff Association (Holy Family PGSA)** Holy Family PGSA will be the association for Holy Family Catholic Primary School, Kents Hill Road, Benfleet, Essex, England, SS9 5TT.
- b) The management and executive **Committee** of the **Holy Family PGSA** shall have as a minimum : a governor representative appointed by the governing body; a staff representative appointed by the staff; a parent representative elected by parents in attendance at the inaugural meeting of the **Holy Family PGSA** and at subsequent **Annual General Meetings** until **Holy Family PGSA** is dissolved. The **Committee** may co-opt up to three members of the **Holy Family PGSA** to be full members of the **Committee** for any one meeting.

2. Charitable Aims and Objectives

- a) To promote and develop close co-operation and communication between parents, governors, staff and pupils.
- b) To engage in activities and events which support and enhance the learning, welfare and development of all pupils.
- c) To organise fund-raising and social activities. A minimum of 50% of funds raised must be allocated to the Governors’ Fund as set out in the school’s adopted financial regulations.

3. Membership

- a) All parents and guardians of children attending the school, all school governors and all members of staff are automatically members of the **Holy Family PGSA**.
- b) The Headteacher of the school shall be the **President** of the **Holy Family PGSA**.
- c) The committee has the right to exclude members should it become known that they, or anyone they have direct contact with, should pose a danger or risk to either the school or the **Holy Family PGSA**.

4. Committee

- a) The **Committee** shall elect **Officers**, to include: **Chairperson, Treasurer, Secretary** and other officers as necessary. There should, at all times, be a minimum of 3 elected officers. The roles of the officers may be shared should the need arise.

The Chairperson will:

ensure the good order of all meetings of **Holy Family PGSA**, including general meetings and **Committee** meetings, following the **Constitution** of **Holy Family PGSA** at all times.

The Secretary will:

i) prepare and distribute the agenda for and inform by notice of, all meetings of the **Holy Family PGSA**.

ii) prepare for and convene all meetings of the **Committee**.

iii) keep the **Minutes** of the **Holy Family PGSA** in the **Official Minute Book**.

iv) after consultation with the **Chairperson**, be the sole means of correspondence between the **Holy Family PGSA** and other individuals or bodies except where he/she may delegate such correspondence to another responsible member of the **Holy Family PGSA**.

The Treasurer will:

i) be responsible for the funds of the **Holy Family PGSA** and will keep books and records of sums received and expended up to date.

ii) maintain an account in the name of the **Holy Family PGSA** at the main clearing bank and shall be operated by two of a panel of three signatories—the **President, Chairperson** and **Treasurer**.

iii) ensure that all sums of money received should be remitted to the bank as soon as possible. The **Committee's** minuted approval should be sought to hold an **IMPREST** to cover petty cash expenses. The **President** should be responsible for petty cash.

iv) present an audited activities account, receipts and payments account and balance sheet on that date to all members of **Holy Family PGSA**, together with any audit report and a list of recommendations at the end of each financial year on 30th April.

v) submit to each **Committee Meeting** and the **AGM** a financial statement, which will show receipts and payments since the last meeting, current reconciled bank and cash balances and expenditure anticipated before the next meeting.

b) If, for any reason, an **Officer** vacates his/her post before the end of his/her term of office, the committee may fill the position by general agreement.

c) Any committee member absent from meetings, for whatever reason, for a period of 3 meetings in succession without an apology shall cease to be a member of the committee.

d) The headteacher of the school has the right to attend committee meetings.

5. Meetings

a) A minimum of one committee meeting is to be held each half term with a minimum of 4 committee members (to include 2 officers) to be present at every meeting.

- b) All **Committee** members are to have one vote in a **Committee** vote. The **Chairperson** has the casting vote. The election of **Officers** and all voting at an **Annual General Meeting (AGM)** shall be by a show of hands.
- c) The **AGM** is to be held in the autumn term of each year.
- d) The **Committee** may appoint others to run specific events or projects. They shall be required to work within a specific budget.
- e) Any matter not included in the **Holy Family PGSA Constitution** shall be discussed and dealt with by the **Committee** and they shall have the final decision.
- f) **Extraordinary Meetings** may be called at the discretion of the **Officers** or at the request of at least 5 **Committee** members.

6. Extraordinary Meetings

- a) Notice of at least 7 days must be given to all members of any **Extraordinary General Meeting**.
- b) The **Holy Family PGSA** may only be dissolved following an **Extraordinary General Meeting** and agreed by at least two-thirds of those present at the meeting.
- c) All assets remaining after dissolution must be given to **Holy Family Catholic Primary School** for the purpose of benefiting the pupils.

7. Finance

- a) The **Treasurer** will be responsible for all preparation and submission of annual reports, statements, and returns as required by Charity Law.
- b) All money spent shall be at the discretion of the headteacher of the school.
- c) The property and funds of the **Holy Family PGSA** must only be used for promoting the aims and objectives of the **Holy Family PGSA**.
- d) Members of **Holy Family PGSA** shall not receive payment for their services but shall be reimbursed for authorised expenses incurred by the **Holy Family PGSA** with the production of receipts.

8. General

- a) Any changes or adaptation of the **Constitution** must be made at an **Annual General Meeting** or **Extraordinary General Meeting** called specifically for that purpose. Any changes must be agreed by at least two-thirds of those present.
- b) All members of the **Holy Family PGSA** should conduct themselves in a professional, courteous manner and follow school procedures at all times in accordance with the school's adopted policies.
- c) The **Holy Family PGSA** shall take out public liability and additional insurance to cover meetings and events.
- d) The Association acknowledges that the headteacher of the school should have the right to reject any decisions, except changes to the constitution at his/her discretion.
- e) All matters regarding **Holy Family PGSA** business, including photographs or video recordings of events are confidential and shall not be shared via social media e.g. Face book, Twitter etc.