

Friends of Badgerbrook School

Badgerbrook Primary School, Badger Drive, Whetstone, Leicestershire LE8 6ZW



Registered Charity Number 1076095

Constitution and Rules

1. NAMES AND AFFILIATION

The name of the association shall be 'Friends of Badgerbrook School' hereinafter referred to as FOBS.

FOBS shall be non-party political and non-sectarian.

2. OBJECTS

The Object of FOBS is to advance the education of the pupils in the school. In furtherance of this object FOBS may:

- a) Develop more effective relationships between the staff, parents and other associated with the school; and
- b) Engage in activities which support the school and advance the education of pupils attending it; and
- c) Provide and assist in the provision of facilities or items for education at the school that the FOBS Committee in consultation with the Head Teacher agree upon.

3. MEMBERSHIP

Membership shall consist of:

- a) All parents/guardians, grandparents, friends of the school, teachers, support staff, and governors
- b) There shall be no membership contribution

4. CONSTITUTION

To achieve the above object, the work of FOBS shall be co-ordinated by a Committee of named volunteers, appointed at the Annual General Meeting.

- a) **Co-ordinator**
- b) **Treasurer**
- c) **Vice-Co-ordinator**
- d) **Trustees (minimum of 5)**

Positions a) to d) above will be appointed annually at the Annual General Meeting and shall serve until the next Annual General Meeting; they will be expected to attend at least 1 meeting per term.

Powers and Functions

If any of the Committee members resign before the end of their term, the Committee has the power to co-opt a successor until the next Annual General Meeting.

The Committee shall have the power (subject to any resolution of FOBS at an Annual General Meeting) to deal with all matters affecting FOBS.

Quorum

The quorum of the Committee shall be not less than 5.

5. **MEETINGS AND NOTICES**

- a) FOBS shall meet at least once during each academic term and at such meetings the business shall include consideration for dispersal of any surplus funds.

Additional meetings may be held at the discretion of the Committee. At least 7 days' notice of each meeting shall be given.

- b) Information about FOBS will be kept up-to-date on the FOBS section of the school's Website but minutes and any financial information will not be displayed.
- c) The use of social media communications for the purpose of FOBS via various apps, must uphold the reputation of Badgerbrook School at all times (content, language & tone) and have secure settings agreed by the committee and school, where appropriate .

The purpose of shared communication groups, such as What's App, is to enable FOBS to progress ideas and allow minor decisions within projects already agreed, where to delay would be to the detriment of FOBS and the school.

Such communications groups are not an appropriate replacement for formal meetings where quorate decisions are required for project funding and where there is staff attendance. If any member is unsure of suitability for shared communication groups a query should be brought to the attention of the Coordinator first. Each committee member is responsible for their participation in social media group activity for FOBS and also for reporting anything they feel is inappropriate for such groups.

In the event that there is mis-use of any group the Co-ordinator, in agreement with a quorate committee, may ask a member to leave that group & also to relinquish their committee position, if to stay would compromise the reputation of FOBS.

Shared communications groups are restricted to use between 7am and 10pm.

6. **ANNUAL GENERAL MEETING**

- a) The Annual General Meeting of FOBS shall be held annually for the following purposes:
- i) To receive and adopt the independently examined accounts of FOBS for the previous financial year
 - ii) To appoint a 'Co-ordinator' for the next year
 - iii) To appoint a 'Treasurer' for the next year

- iv) To appoint a 'Vice Co-ordinator' for the next year
 - v) To appoint a minimum of 5 'Trustees' for the next year
 - vi) To appoint, as auditor/examiner, a financially competent person or local accountant, who is not related to a committee member, as this is a requirement of the Fidelity element of the PTA-UK subscription linked insurance cover:
 - vii) To amend if necessary the constitution setup and rules
- b) All members of the Committee shall be entitled to attend the meeting and subject to the provisions of rule 10 to vote.
 - c) Notice of the Annual General Meeting of FOBS shall be given 3 weeks prior to the meeting - nomination forms will be sent out with a letter to all parents/guardians of children currently at Badgerbrook and will ask for nominations to be returned within 14 days, giving 7 clear days prior to the meeting to collate the information.
 - d) Any parent/grandparent/guardian of a past, present or future child of Badgerbrook School or any staff member is entitled to make a nomination or be nominated.
 - e) Where more than one nomination is made for the vacancies, voting shall be made by ballot at the Annual General Meeting.

7. **SPECIAL GENERAL MEETING**

- a) A Special General Meeting of FOBS may be summoned at any time by the Co-ordinator or by a quorate number of Committee members. They must submit the request in writing to the Co-ordinator who must then arrange a meeting within 28 days of the request.
- b) The business of the meeting shall be stated in the notice convening it and no other business shall be discussed. At least 14 days' notice shall be given of a Special General Meeting.
- c) Where however, in the judgement of the Committee, an emergency has arisen demanding an immediate meeting, the notice shall be such as they, in the circumstances, deem to be sufficient.
- d) All members of the Committee shall be entitled to attend and subject to the provisions of rule 10 to vote.

8. **MONTHLY TERM TIME MEETINGS**

Where possible a meeting shall be held once per month during term time, however if the meeting is unlikely to be quorate, information can be shared/discussed via email correspondence, if necessary, in order not to lengthen the time needed for a future meeting.

CODE OF CONDUCT FOR COMMUNICATION VIA SOCIAL MEDIA

The use of social media communication for the purpose of FOBS must uphold the reputation of the Friends of Badgerbrook School at all times (content, language, tone) and have secure settings agreed by the committee, as appropriate.

The purpose of shared communication groups, such as 'What's App', is to enable the Committee to progress ideas and to facilitate discussion about projects already agreed, where to delay would be to the detriment of FOBS and/or the school.

Such communication groups are not a replacement for formal meetings where quorate decisions are required for project funding.

If any member is unsure of the suitability for shared communication groups a query should be brought to the attention of the Co-ordinator. Each committee member is responsible for their participation in social media group activity for FOBS and for reporting anything they feel is inappropriate for such groups.

In the event of mis-use of any group the Co-ordinator, in agreement with a quorate committee, may ask a member to leave that group and relinquish their committee position, if to stay would compromise the reputation of FOBS.

Shared communications groups are restricted to use between the hours of 7am and 10.30pm.

9. **QUORUM**

For all financial decision making, a quorate number of Committee Members must be present in person or via a phone link.

10. **VOTING**

Votes other than for the election of named committee members may be taken in the first instance, by a show of hands, providing that there is a quorum. The Co-ordinator has the discretion to direct a ballot to be taken and so shall direct, if requested to do so by at least 3/5ths of the quorum.

Only Committee members are eligible to vote.

11. **FUNDS AND PROPERTY**

- a) The central fund of FOBS shall be under the control of the Committee, which shall be responsible for the collection of all amounts due and for payment of those accounts for which the central fund is liable.
- b) The Committee, in consultation with the Head Teacher and/or Deputy Head Teacher have the power to raise funds and control its funds but such funds shall belong to FOBS.
- c) The Treasurer shall be responsible for keeping records of all income and expenditure, presenting a report to all Committee meetings and an independently examined written financial report to the Annual General Meeting.
- d) The accounts shall be verified by the Co-ordinator before being submitted to the external auditor/examiner.
- e) A bank account shall be operated in the name of the Friends of Badgerbrook School and withdrawals shall be made on the signature of the Treasurer and either the Co-ordinator or the Vice Co-ordinator. Cheques cannot be written by or signed by the claimant.

- f) The financial year of FOBS shall commence on the 1st of September.
- g) Money received at the Christmas Fayre and Summer Gala will be counted on the school premises, by the Treasurer and another Committee Member. The money will be bagged and kept in a locked and secured Safe until the next working day.

All monies to be banked will be taken to the bank by the Treasurer and if necessary they will be accompanied by another Committee Member, depending upon the amounts involved, as per our PTA-UK insurance policy.
- h) If after committing funds the school find that the cost is a little more than originally requested, the Co-ordinator shall have the authority to approve an overspend up to 10% and will report any such overspend to the next Committee meeting.
- i) Any claims for reimbursement over £5.00 must have a receipt.
- j) All invoices for items bought by the school which FOBS agree to pay for, will be passed to the Co-ordinator who will validate the amount is as agreed, before the Treasurer makes the payment.
- k) No purchasing should be carried out by the Treasurer.
- l) A debit card will be authorised for use by the Co-ordinator with a limit of £500.00 per transaction and keep the Treasurer informed of spending, providing receipts and invoices as necessary.
- m) The Treasurer will reconcile accounts regularly and if fraudulent activity is suspected, it will be investigated and referred to the proper authorities by the Treasurer.
- n) The Co-ordinator must advise the Bank and cancel the debit card immediately if the card is lost or if any fraudulent transactions are noticed. They will not be liable for any misuse of the card, unless negligence is proven.
- o) The Co-ordinator and Treasurer are authorised to complete a lottery return form for Blaby District Council after any raffle draws and this must be done within 3 months' of the raffle draw.
- p) The Treasurer or Co-ordinator is authorised to set up payments to be made by standing order, direct debit or BACS with the approval of the Co-ordinator.
- q) All monies given in a float to stall-holders should be counted and signed as correct prior to use, all monies received must be counted by two people, both of whom should sign the float/cash record sheet.
- r) If FOBS are asked to support a past or present pupil or parent with fundraising for another cause, we reserve the right to judge each request on its own merits.

If we agree to support the request, it would be through:

the loan of a game, where we will request a £5 donation along with a signed agreement

to cover the cost of replacement, in the event of damage
or
the provision of a table at one of our events free of charge

We will not loan equipment such as gazebos, cooler boxes or hot water flasks

12. **INSURANCE**

FOBS shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities and members. FOBS will also ensure the insurance is adequately covering FOBS property.

Risk Assessments will be undertaken for all FOBS events.
A nominated first aider shall be on hand for every FOBS event.

13. **INTERPRETATION OF RULES AND OMISSIONS**

a) The Committee shall have the power to interpret these rules if there should be any ambiguity or difference of opinion concerning the purpose or intention of any rule.

b) The Committee shall have the power to deal with any matter not provided for in these rules.

14. **CHARITY COMMISSION RULES**

a) The names, Dates of Birth and addresses of all Committee Members will be input on the Charity Commission's database.

b) To comply with obligations under the Charities Act 1993 and the Charities (Accounts and Reports) Regulations 1995, the Co-ordinator will submit the end of year income and expenditure figures to the Charity Commission, including the Trustees Annual Report, if requested. They will also update the Commission with current member information.

15. **AMENDMENTS TO THE CONSTITUTION**

Alterations to this document may be made at any meeting, providing a quorate number of members are present, if it is deemed necessary by the Co-ordinator and/or Vice Co-ordinator in order to continue as a charitable group.

16. **DISSOLUTION OF FOBS**

FOBS may be dissolved by a resolution at a Special General Meeting called for this purpose. The resolution must have the agreement of 2/3rds of those present and voting.

Such a resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed amongst the members of FOBS but will be given to Badgerbrook School for the benefit of the children, or in the event of a school closure, to the school to which the majority of the children of Badgerbrook will go, in any manner which is exclusively charitable in law.

If effects cannot be given to this provision then the assets are given to another charitable purpose.

This Constitution was amended and re-adopted by a quorate group of elected members for the Friends of Badgerbrook School in April 2017.