

Constitution for Snaresbrook Prep Parent Association

Name

- 1.1 The name of the association is Snaresbrook Prep Parent Association, in the following abbreviated as SPPA.
- 1.2 The association is attached to Snaresbrook Preparatory School, 75 Woodford Road London E18 2EA.
- 1.3 At all times, the SPPA will have a Committee of at least three people, namely the Treasurer, Secretary and Chair. Should a member of the Committee withdraw or in other ways be incapacitated, a Meeting should be held within four weeks to elect a temporary Committee Member who can serve until the next Annual General Meeting.

Objectives

The Association seeks to advance the pupils' experience of education through:

- 2.1 Fostering more extended relationships between parents of pupils and between parents and staff at the school thus enhancing the overall atmosphere at the school and school gates.
- 2.2 Engaging in activities to enhance the pupils' enjoyment of school
- 2.3 Funding initiatives, activities or equipment which the pupils would enjoy and which clearly would be outside of that which the school should be expected to fund on its own.

SPPA Committee Powers

- 3.1 The Committee Members of the SPPA may exercise the following power regarding expenditures not in excess of £2000 to promote objectives agreed at a meeting:
 - 3.1.1 Publish and distribute information relating to the SPPA
 - 3.1.2 Raise funds through events such as, but not limited to, cake sales, school fêtes, bingo nights, pancake races and occasional sales of food or second-hand school clothes.
 - 3.1.3 Buy or hire equipment to use in SPPA activities
 - 3.1.4 Guarantee Member's outlay in advance of an activity up to £500.
 - 3.1.5 To set aside funds for special purposes or as reserves against future expenditure
 - 3.1.6 Open and operate bank and other accounts as the Committee Members consider necessary
 - 3.1.7 Take out public liability and personal accident insurance to cover Association Meetings and activities.
 - 3.1.8 Enter into contracts to provide services to or on behalf of other bodies
 - 3.1.9 To pay the costs of maintaining the SPPA

- 3.1.10 To obtain and pay for goods and services as are necessary for carrying out the work of the SPPA
- 3.1.11 To do anything else within the law that promotes the Association's Objectives.
- 3.1.12 Delegate any functions of the Committee to Sub-Committees. These must consist of one or more persons appointed by the Committee. All sub-Committee proceedings must be promptly reported to the main Committee.
- 3.2 If at least two members of the Committee are in agreement, then discretionary spending of no more than £200 per term is allowed, as long as this expenditure is deemed to be advancing the reputation and standing of the SPPA and is presented to the members at the next upcoming meeting.

4. Membership

- 4.1 Members of the SPPA are automatically ALL parents, guardians or carers of any pupil currently attending the school.
- 4.2 Membership is terminated once there is no longer a child of the family at school or if the Member dies.
- 4.3 The Committee Members can exclude any Member from attending an event if his or her presence is deemed a danger to other Members, the school or its pupils or staff. The Member concerned has to be notified in writing of the exclusion and it is his/her right to respond within 14 clear days and to have the matter considered after the received response.
- 4.4 Though all parents, guardians and carers are Members of the PTA in matters of voting at meetings, any voting on expenditure outside of Meetings will be based on the number of children in the school. One child will give one vote, two children equals two votes, etc.

5. General and Annual General Meetings of the SPPA Committee and Members

- 5.1 All Members are entitled to attend any General Meeting of the SPPA
- 5.2 General Meetings would be held in the first six weeks of the Autumn and Winter Term, respectively. The Annual General Meeting will be in the first six weeks of the Summer term.
- 5.3 All General Meetings are called by giving 10 clear days written notice of the meeting to the SPPA Members. The notice should specify the date, time and location of the General Meeting as well as give an overview of the agenda.
- 5.4 The Chair or (if the Chair is unable or unwilling to do so) some other Committee Member, elected by those present, is in charge of a General Meeting
- 5.5 At a Meeting, the Members discuss and determine any issues of policy or deal with any other business put before them.
- 5.6 To make decisions, at there should be at least two out of three Committee Members and two regular Members present, or one Committee member and three regular Members. The only exception would be at a General Meeting where the SPPA is being dissolved.
- 5.7 Except where otherwise provided in this Constitution, every issue at a General Meeting is decided by a simple majority of the votes cast by the Members present at the Meeting.

- 5.7.1 Except for the Chair of the Meeting, who has a second or casting vote where a vote is equally divided (tied), every Member present is entitled to one vote on every issue
- 5.8 The SPPA must hold a General Meeting within twelve months of the date of the adoption of this constitution.
- 5.9 At an AGM the members:
 - 5.9.1 Receive the accounts of the Association for the previous financial year
 - 5.9.2 Receive the report of the Committee Members on the Association's activities since the previous AGM
 - 5.9.3 Elect the Committee Members for the next year. If any of the Committee Members want to step down, this should be made public to all Members 21 days ahead of the Annual General Meeting.
- 5.10 An Extraordinary General Meeting may be called at any time by the Committee.
- 5.11 If 10 members ask in writing for an EGM, the committee must call to an EGM within 21 days and the meeting will have to take place within 21 days of receiving the request.
- 5.12 Whenever a Committee Member or another Member present at a meeting has a personal interest (other than by virtue of having a child or children at the school) in a matter to be discussed, that Member must:
 - 5.12.1 Declare an interest before discussion begins on the matter
 - 5.12.2 Withdraw from that part of the Meeting unless expressly invited to remain in order to provide information
 - 5.12.3 Not be counted in the quorum for that part of the Meeting
 - 5.12.4 Withdraw during the vote and have no vote on the matter.

6. The committee

- 6.1 Committee Members are elected at the AGM and hold office until the next AGM
- 6.2 All Committee Members must be members of the SPPA
- 6.3 Nominations for election to the Committee may be made by any Member of the SPPA and all Members are free to nominate themselves or a consenting nominee. If no nominations or an insufficient number are received before the AGM, any Members present at the AGM may nominate a Member, with their consent, and that Member may be appointed to the Committee by a majority vote of those Members (Committee and regular) present.
- 6.4 A Committee Member automatically ceases to be a Committee member if he or she:
 - 6.4.1 Is absent from three consecutive meetings of the Committee without prior notification to the Secretary (or in case of the Secretary, the Chair).
 - 6.4.2 Ceases to be a Member of the Association

- 6.4.3 Resigns by written notice to the Committee but only if at least two Committee Members remain in office
- 6.4.4 Is removed by a resolution passed by a majority of other Committee Members. Removal is not effective until the Committee Member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of the response.
- 6.5 A technical defect in the appointment of a Committee Member of which the Committee are unaware at the time does not invalidate decisions taken at a Meeting.

7. Records & accounts

- 7.1 The Committee must keep proper records of:
 - 7.1.1 All proceedings at General meetings
 - 7.1.2 All proceedings at Committee meetings
- 7.2 The Chair is to have a copy of the records at all time and should leave a copy at the school as well.
- 7.3 Annual reports and statements of account relating to the SPPA must be made available for inspection by any Member of the Association.

8. Notices

- 8.1 Notice of any General Meeting of the SPPA may be sent by hand, by post, by suitable electronic communication (email/text) or in any newsletter distributed by the Association to its members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school
- 8.2 A technical defect in the giving of notice which the Members or Committee Members are unaware of at the time does not invalidate decisions taken at a General Meeting.

9. Amendments

This Constitution may be amended at a General Meeting of the SPPA by a two-thirds majority of the votes cast, but:

- 9.1 The Members must be given 21 days' notice of the proposed amendments.
- 9.2 No amendment is valid if it would make a fundamental change to the Objectives

10. Dissolution

- 10.1 The SPPA may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the Meeting. The resolution must have the agreement of two thirds of those voting.
- 10.2 The net assets will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds should be used on a farewell party.
- 10.3 If it is not possible to dispose of assets as described in clause 10.2 then the assets can be given to a charitable cause.

This constitution was adopted on a general meeting of the then PTA on January 14th 2014.