

Constitution of the Parent Association



**PARENTS'
ASSOCIATION**
Bradford Grammar School

**Bradford Grammar School
Keighley Road, Bradford
BD9 4JP**

The Aim of the Parent Association

The aim of the Parent Association is to provide a forum for the parents/guardians of children attending Bradford Grammar to work together to help support the educational provision of the school.

The Role of the Parent Association

1. To support the school through social events and fundraising and to utilise the funds as deemed appropriate by the Parents Association members to support the school / pupils with equipment, facilities, educational experiences that the normal school operating budget is unable to incorporate.
2. To support the school with various school events and activities as requested by the Head / Senior Leadership Team – e.g Open Day
3. To support the parents of the school through dissemination of information supporting and or enhancing that provided by the school – for example Year 7 induction day.
4. To encourage the involvement of parents and families in school life.

Membership of the Parent Association

All parents and legal guardians of children attending Bradford Grammar School are automatically members of the Parents Association and are encouraged to attend meetings and support other parents in the aims of the PA. Membership is only open to parents or legal guardians of children attending Bradford Grammar School.

The Parent Association Committee will make every effort to encourage active membership by parents/legal guardians, especially for new families.

Though not a member of the Parents Association, the Head or members of the Senior Leadership Team (SLT) may, by invite from the Committee or at his/her own discretion, attend and address any meeting of the Parent Association Committee / sub-committees.

The Committee of the Parent Association

The members of the Parent Association will form the committee. A quorum requires a minimum of seven (7) members to be present at all meetings. As membership and attendance is open and encouraged to all parents / guardians no maximum number is defined.

Quorum also applies when bids are considered i.e. a minimum of 7 members must be involved in any decisions / votes relating to a bid request. For a bid to succeed, there must be a majority in favour.

Officers will be elected and have day to day responsibility for representing the parents/legal guardians of Bradford Grammar School and managing the activities of the Parent Association.

It is accepted that not all parents/legal guardians will be in a position to become involved on the Parent Association Committee but instead, may wish to be involved on specific fundraising or school events and the officers and regular attendees will endeavour at all times to encourage more involvement. The Committee must positively support the work of the PA and positively support the work and policies of the school.

The PA must meet a minimum of once per full school term.

The Committee must have the following elected officers: -

1. Chairperson – Executive Committee Member

- The Chairperson will assume full responsibility for ensuring the business of the Parent Association is conducted in accordance with the Constitution of the Parent Association.
- The Chairperson will positively support the work of the PA and the work and policies of the school.
- The Chairperson has joint responsibility with the Vice Chair for calling PA meetings.
- The Chairperson will hold the deciding vote on matters of split-decision (casting vote).
- The Chairperson will agree the Committee Agenda with the Vice-Chairperson &/or Secretary before each meeting.
- The Chairperson will conduct meetings in accordance with the Constitution of the Parent Association.
- The Chairperson will meet with the Head &/or SLT upon request.

2. Vice-Chairperson - Executive Committee Member

- The Vice-Chairperson will assume the role of the Chairperson upon the non-availability of the Chairperson / upon request by the Chairperson.

3. Secretary - Executive Committee Member

- The Secretary will ensure an agreed agenda is prepared prior to each meeting.
- The Secretary will take minutes and produce an accurate account of meetings which will be circulated to members and the school SLT electronically.
- The Secretary will meet with the Head / SLT upon request.
- The Secretary will communicate meetings / information to all members following instruction from the PA Chairperson.
- The Secretary will pass all proposals received for inclusion on the Agenda to the PA Chairperson.
- The secretary will distribute the Agenda for each meeting to each member at least one day before the meeting.

4. Treasurer - Executive Committee Member

- The Treasurer will keep detailed and accurate financial records of all funds raised, held and expended by the Parent Association. The PA Financial year runs 1st August to 31st July .
- The Treasurer will oversee the day to day financial requirements of the PA working closely with the elected officers.
- The Treasurer will ensure the duties of the Treasurer as outlined in the Constitution are met in full.
- The Treasurer will make available all financial records for audit to the School Bursar / Finance Manager and will arrange for the certification of the annual accounts in association with the School Bursar / Finance Manager at the end of each year.
- The Treasurer will present the accounts at the AGM – irrespective of an audit being completed by the School Bursar or Finance manager. In the unlikely event that the accounts are amended after the AGM as a result of the audit, a explanation will be provided to the PA Executive and a note and new accounts will be circulated to members.

Sub-committees

Sub-committees can be set up for particular tasks. The sub-committees may also co-opt people to assist in their work. The subcommittee's decision making is limited to the project they have been appointed to and they remain at all times accountable to the main committee officers.

The Election of the Parent Association Committee

A general meeting of members shall be held annually during the Autumn Term, arranged upon completion of the financial accounts. At least 7 days written notification of this meeting will be sent to all parents/legal guardians of children in the school. At the AGM the Chairperson will invite any interested members to be an active member of the regular committee.

A Committee member will cease to remain on the Committee at the point their last child leaves the school; i.e. their child has been removed permanently from the school register.

At the AGM the officers will be elected / re-elected to the following positions: Chairperson, Vice-Chairperson, Secretary, Treasurer. Collectively these officers will be known as the Executive Committee. In the event of a vacancy arising during the year the Executive Committee &/or the members have the power to co-opt additional members to the Executive Committee until the next AGM.

Requirements of Committee Members

1. Members are encouraged to attend all meetings unless prior notice is given to the secretary. Apologies are accepted verbally or electronically to an Executive Committee member in advance of the meeting.

2. Members are encouraged to also actively participate in any event planning activity and execution &/or supervision / interaction with parents at any event hosted by the Parents Association.

Meetings of Committee

- All meetings are to be held following due notice provided to all members of the committee – notice is issued via email. A minimum of 7 days notice to be given in advance of a meeting.
- All Committee Meetings will be held in the school. Room booking will be undertaken by the secretary or other Executive Committee member utilising the school facility / refreshment booking process.
- Committee members may request items for inclusion on the Agenda. All suggestions for inclusion should be made through the Secretary. Members of the Executive Committee, comprising the Chairperson, Vice-Chairperson & Secretary will agree the Agenda. Majority decision will apply to this process if necessary.
- The Executive Committee will provide a copy of the Agenda to the Head / SLT in advance of the meeting &/or meet with the Head / SLT to discuss the Agenda if so requested.
- All meetings will be held in a formal manner and all matters will be raised and discussed through the Chairperson. Members may not speak unless invited to do so by the Chairperson. The Chairperson will ensure fair procedures in relation to speaking time.

The Minutes of each meeting must be kept by the Secretary and read and agreed at the subsequent meeting.

- The Agenda will follow the following format;
 1. Minutes of Previous Meeting (to be agreed, following proposal and seconding)
 2. Matters Arising
 3. Executive Committee Reports (as required)
 4. Subcommittee Report / activity (where applicable)
 5. Bid Requests
 6. AOB
 7. Date of next meeting

Insurance & Liability

Bradford Grammar School will ensure an adequate level of insurance is maintained at all times to cover liabilities which may arise through the execution of all Parent Association Activities.

Finance

- The PA will hold and maintain its own bank account under the immediate control of the Treasurer and Executive Committee.
- The PA & BGS Finance Department will work together where appropriate to share resources / combine processes etc.
- The annual subscription shall be 0.1% of the current fees (rounded up to the next full pound (£)) for each child attending the school or such sum as shall be from time to time fixed at the AGM. The subscription shall be absorbed into the basic school fees and shall be paid automatically by the Finance Department into the PA Bank Account annually.
- The PA encourage teachers and pupils to present to the Committee requests for funding for equipment / experiences' / support for a project in person demonstrating the benefits to the school or the students as appropriate. Each presentation should include the costs associated with the request and detail the life of the request and any on going maintenance requirements.
- The PA will develop and periodically review the criteria under which they will provide funding – Appendix 1. This criteria is seen a live document subject to change as necessary to keep pace with the changes in the school and the activities of other funding raising bodies for the benefit of the school and as such is a document outside the Constitution.
- Changes may be suggested to the BGS PA Bid Funding Criteria at any point. Changes must be discussed and the rationale for change recorded in the minutes. Where appropriate, the changes will be discussed with the school SLT via the PA Executive Committee.
- It is agreed and accepted that items purchased for the school with funds from the PA will be accepted by the school as forming part of the school asset register (as appropriate) and on going maintenance costs / replacement etc. will be accounted for in the school operating budget. To ensure that the school budget is not unduly committed to significant on going costs, purchase of items in excess of £10,000 excluding VAT will be agreed with a member of the SLT in advance of approval.
- No member of the PA nor the Executive Committee has the authority to solely agree to an expense. Expenditure is controlled by the Executive Committee and requires a minimum of 2 officers to concur to the expense. Expenditure associated with a specific project where the sub committee and the Executive Committee are aware that an expense is required and a member has been tasked to achieve an objective is acceptable – for example agreeing the cost of an activity associated with the Spring Fair.
- The Treasurer will be responsible for keeping account of the income and expenditure of the Parent Association finances. The Treasurer or sub committee member will give a statement of income and expenditure at each committee meeting following a fund raising event.
- Accurate and detailed accounts and receipts must be kept.

- A written statement of income and expenditure must be provided at the AGM as discussed in the duties of the Treasurer.
- The Parent Association will keep a bank account in its name. Each payment issued in excess of £100 requires two signatories / authorisations. The Executive Committee agree / control who is mandated to authorise payments. Mandated parties do not have to be a member of the Executive Committee but at least one of the signatures must be from an Executive Committee member to maintain control and accountability. On line banking activities may be investigated and if deemed appropriate adopted by the PA Executive.
- In the interest of all committee members, all cash raised must be counted by at least two members of the committee on the day of collection and lodged into the Parent Association Account without delay. Uncounted cash must never be taken from the school without the prior approval of a member of the Executive Committee. The school have a safe and the PA have permission to utilise the safe in the period prior to banking.
- The Parent Association will have their accounts certified independently each year by the school bursar and / or Finance Manager.

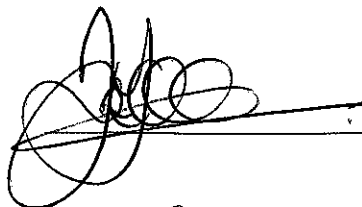
Amendments to the Constitution

The PA Constitution should be kept under review by the Executive Committee to ensure it remains current & appropriate for the years to come.

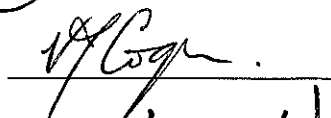
The Executive Committee is granted the authority to review the Constitution themselves with or without school input. In the event that changes are recommended, or if a member requests an amendment or if the School request an amendment these motions are to be tabled at a meeting specifically called for the purpose of discussing the amendments, supported with detailed rationale for the change and voted on by the members present (quorum required). If agreed the Constitution will be amended and circulated electronically within 10 days of amendment to all members and the Head / SLT allowing 7 days for any wording or such queries to be raised & rectified. The amended constitution becomes the adopted Constitution on the 8th day following as long as no wording queries have been raised. For clarity, the meeting is the place to raise any queries or concerns prior to any vote. Once voted, no query as to the nature of the change is permitted only queries relating to the accuracy of the wording of the document will be accepted by the Executive Committee.

Signed this day 7th November 2018

Signature of Chairperson of the Parent Association



Signature of Vice- Chairperson of the Parent Association



Signature of the Head of Bradford Grammar School

