



QUEENS' SCHOOL QPA

Dare to be Great

Queens' School Parents' Association Constitution

1. Introduction

- The name of the Association is the Queens' School Parents' Association (QPA)
- The name and address of the school is Queens' School, Aldenham Road, Bushey, WD23 2TY

2. Purpose

- To advance the education of the students of the school by raising funds to help provide the best possible resources, facilities and opportunities for the benefit of all students at Queens' School, that might otherwise not be purchased or available.
- Develop and foster effective relationships between the staff, parents and others associated with the school

3. Powers and Limitation of the purposes of the Association ('objects')

Nothing in these rules shall permit the Association, or any of its Committees to interfere in the administration or management of the school.

The committee have the following powers which may be exercised only in promoting the committee's purpose:

- To publish or distribute factual and accurate information
- To co-operate with other school bodies
- To raise funds (but not by means of permanent trading)
- To approve bids/ requests for funds from departments for required items/ resources that benefit the students

- To set aside funds for special purposes or as reserves against future expenditure
- To take out public liability insurance to cover activities and events, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association when required
- To obtain and pay for goods and services as necessary for carrying out the work of the committee
- To consult the parents on their views
- To open and operate a bank account as the committee members consider necessary
- To do anything else within the law that promotes the objects BUT the committee shall not undertake any activity in the school premises without the consent of the head teacher

4. Membership

All members of staff, the governing body and parents or guardians of students attending the school shall automatically become members and those with further interest in assisting with the purpose and objects of the Association can join the committee. Other people over the age of 18 such as ex- pupils, ex parents with an interest in furthering the objects of the Association may apply for membership, and be admitted at the discretion of the Committee.

Membership and/or Committee membership is terminated if:

- The committee member resigns by written notice to the association
- The committee member does not attend and/or does not send apologies, for six consecutive meetings in a row
- The committee members may for good reason, regardless of whether or not this is at the request of the governing body or the head teacher, exclude any person from membership or from attending an event whose presence or support of the school is deemed either a danger to the school or its students or staff or might bring the association into disrepute.
- The committee may also exclude a member if they have breached the committee's code of conduct (see code of conduct). Removal is not affective until the 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 any representations made.

5. Officers and Annual General Meeting

The Headteacher shall be President of the Association.

The other Officers shall be the Chair, Secretary, and Treasurer, to be elected annually at the Annual General Meeting. In special circumstances officers may be co-opted until the next AGM.

The Annual General Meeting shall be held in the autumn term every year and 21 days' notice of this meeting shall be sent to all members. A quorum shall comprise of 10. A special General Meeting may be called at the written request of a minimum of 10 members at the Committee's discretion. 21 days' notice shall be given of any Special General meeting to all members of the Association.

At the AGM the members

- Receive the accounts of the association for the previous financial year
- Receive the report of the association's activities since the previous AGM
- Elect the committee members

6. Committee

- All members of the committee are trustees of the association and have control of the association, its property and funds
- Committee meetings shall be held at least once per half term.
- The Committee may appoint subcommittees, and shall prescribe their function, provided that any business shall be reported to the Committee as soon as possible, and provided that no subcommittee shall spend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
- Every decision may be made by a simple majority of the votes cast at a committee meeting. Except for the chair who has a second or casting vote every committee member has one vote on each issue.
- Where a committee member has a personal interest in a matter, they must declare an interest before discussion begins on the matter or withdraw from that part of the meeting and withdraw during the vote and have no vote on the matter

7. Finance

Bank accounts shall be operated in the name of the Association.

- The Association has power to accept donations, subscriptions or otherwise raise funds for the purpose of the Association, to the extent that such activity should not include permanent trading.
- Cheques shall be signed by two committee members
- The accounts shall be kept by the Treasurer and shall be audited by one auditor appointed at the Annual General Meeting if over £25,000 is raised in that school year.
- Event expenses will be paid by cheque or bank transfer within 14 days of an event providing that receipts are presented. No payments of expenses will be made on the day of an event or without a valid receipt

- For security reasons, the Treasurer and one other Committee member will regularly remove money from the high earning stalls at any event. The amount taken by the Treasurer will be noted down and left in the money box.
- At any large event, only 2 or 3 persons (to include the Treasurer or if the Treasurer is not available, one other committee member) are permitted to be present and to count up the money at the conclusion of the event. This will take place in a locked room with no access to other persons.
- All monies to be collected from all stalls by committee members before the counting starts.
- All money is to be kept locked in a safe until such time as it is banked.
- Two committee members, can agree in writing, a spend of up to £200 outside of a QPA meeting. However where possible all expenditure to be agreed at a QPA meeting. Any expenditure agreed by the committee outside a meeting, should be declared at the next meeting so that it can be minuted.

8. Amendments

No alteration to this Constitution may be made except at the Annual General Meeting or at a Special General Meeting called for the purpose. Alterations to the Constitution shall receive the assent of two thirds of the members present, and voting at an AGM or Special General Meeting.

9. Dissolution

The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association, but will be given to the school, or in the event of a school closure, to the School to which the majority of the students in the closing School will go, in any manner which is exclusively charitable at law. If effect cannot be given to this provision, then the assets may be given for some other charitable purpose.

QPA approved: September 2022

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