

CONSTITUTION

THE FRIENDS OF CHEPSTOW HOUSE SCHOOL

1. NAME

The Friends of Chepstow House School (the "FCH").

2. AIM

The purpose of the FCH is to help strengthen, support and sustain the School community amongst the parents of Chepstow House School (the "School").

The FCH will set out to:

- (a) Help integrate parents into the School community.
- (b) Encourage co-operation and good relations between parents, staff, local residents and all those associated with the School.
- (c) Strengthen the links between the School and the local community.
- (d) Arrange or assist in arranging functions and fundraising events and coordinate social events.
- (e) Provide and/or co-ordinate practical support for the School's activities.
- (f) Organise events for the enjoyment of the School community.

The FCH has no executive powers in the administration of the School; in any case of conflicting interest the decision of the Head teacher is final. Whilst the FCH is not debarred from discussing any matter, it is fully understood that the FCH shall not be concerned with the administration, internal discipline and general running of the School, which are the sole prerogative of the Head and authorised deputy.

The FCH shall not engage in for-profit trading activities or any commercial enterprise.

The FCH shall not incur financial obligations or engage in any activities for which any liability might be incurred by the School.

3. MEMBERSHIP

- 3.1 Every parent and guardian (as recorded in the School records) of all pupils attending the School shall automatically be deemed to be Members of the FCH ("Members").
- 3.2 Membership of the FCH shall impose no compulsory duties or liabilities on the Members. Members shall not pay any membership fee or other subscription to be a Member.
- 3.3 Members shall at all times respect and observe the integrity of information of a private or confidential nature received by them through their membership of the FCH.

4. THE EXECUTIVE COMMITTEE AND COMMITTEE

- 4.1 An executive committee will conduct the administration of the FCH and will consist of the Chairman, the Vice Chairman or the Co-Chairman, the Secretary and the Treasurer (the "Executive Committee").
- 4.2 Any member of FCH may volunteer or be proposed by a Member for a role on the Executive Committee and will be elected at the Annual General Meeting of FCH for that academic year. The head teacher of the School (the "Head") will approve the appointment of any Executive Committee member, such approval not to be unreasonably be refused, delayed or withheld.
- 4.2 A parent committee (the "Committee") will help the Executive Committee deliver the aims of FCH set out in clause 2 above.
- 4.3 Each class shall as far as possible appoint a Member to represent their class on the Committee ("Class Reps"). Class Reps can volunteer for the role or be proposed by respective class Members subject to the approval of the Head and class teacher. Which shall not unreasonably be refused, delayed or withheld.
- 4.4 The Committee shall consist of the following
- (a) Chairman
 - (b) Vice Chairman or Co-Chairman
 - (c) Secretary
 - (d) Treasurer
 - (e) Class Reps
 - (f) The Head teacher of Chepstow House School (the "Head")
- plus any other members elected to the Committee by the Members at the Annual General Meeting of the FCH for that academic year
- 4.5 The Committee can co-opt any member of FCH for specific task or project. Any co-opted member can participate in a Committee meeting by invitation of the Chairman.

5. MANAGEMENT OF THE FCH

- 5.1 The Executive Committee together with the Committee will not act in an autonomous manner and will manage the FCH in accordance with the purposes set out in item 2 of this Constitution.

6. DUTIES OF OFFICERS

- 6.1 The Chairman shall preside at all meetings at which he/ she is present.
- 6.2 The Secretary shall keep minutes of all meetings and such other records as may be necessary, conduct correspondence, and keep Members informed of all occasions of special interest.
- 6.3 The Treasurer shall record the receipt and payment of monies and keep the necessary financial records. S/he may disburse monies only as generally authorised by the Committee and specifically authorised by the Chairman.

- 6.4 It is the duty of the Class Rep to inform their class of matters arising from the Committee Meetings. This may include circulating the minutes from Committee Meetings to their class.

7. ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE

7.1 Any Member of Committee may propose another Member for the office of Chairman, Vice Chairman or Co-Chairman, Secretary and Treasurer. Nominations should be lodged with the Chairman during the Summer term. When another Member of Committee seconds the nominated Officers, the said Officers will be appointed.

7.2 The Executive Committee shall continue in office for that academic year only. Members of the Executive Committee shall be eligible for re-election but may not hold office for more than two successive years unless specifically approved by the Head and elected by at least a two-thirds majority at the Annual General Meeting.

7.3 The Committee shall appoint a new Chairman, Vice Chairman or Co-Chairman, Treasurer or Secretary in the event that one of them resigns before the end of his/her term.

7.4 Class Reps who retire before the end of their term shall invite their class to nominate a replacement.

8. MEETINGS

8.1 An Annual General Meeting of all members shall be held at the beginning of each academic year, and within six weeks of the start of the Autumn Term to review the past year's activities, to approve the financial accounts, and to consider any other business.

8.2 Extraordinary General Meetings may be convened by the Committee or by the Head to discuss urgent business. A period of not less than seven days written notice must be given to all members of the FCH.

8.3 The Committee shall have a Committee Meeting at least once a term on dates agreed between the Head, the Chairman and the Secretary.

8.4 The agenda for a Committee Meeting shall be determined by the Committee (Chair and Secretary) and circulated to the Committee at least seven days before the meeting.

8.5 At any Committee Meeting, every member shall have one vote, including the Chairman. Decisions at a Committee Meeting shall be by a simple majority of members present. The Chairman shall have a second, or casting vote.

8.6 Meetings of the FCH shall be chaired by the Chairman. In the absence of the Chairman, the Vice Chairman or the Co-Chairman will chair the meeting.

9. FINANCES

9.1 The funds of the FCH shall be applied solely for the purposes of the organisation.

9.2 All monies collected by the FCH shall be properly accounted for, and subject to an annual audit, examined annually at intervals not exceeding twelve months.

9.3 An account in the name of Friends of Chepstow House will be maintained in a nominated bank.

9.4 The Treasurer, and the Chairman, or at minimum one Co-Chairman (if applicable) will be named signatories of any bank account that is opened by FCH. The Chairman, or Co-Chairmen (if applicable) and the Treasurer shall have power individually to sign orders on the FCH's account. They will individually be allowed online banking access with the ability to make bank transfers, as well as hold a debit card if necessary. The Chairman, or Co-Chairmen and Treasurer must however jointly verbally agree on any financial transaction.

9.5 Such expenses as meeting expenses and auditor expenses shall be authorised by the Chairman and Treasurer and paid from FCH funds.

9.6 The Treasurer will present a report of the accounts at each Committee meeting.

9.7 The accounts of the FCH should be put for approval at the Annual General Meeting.

9.8 The FCH's financial year shall run from 1st September to 31st August.

9.9 Money can be raised at events or specifically organized activities to support the School's chosen charity or charities. Such activities must be clearly communicated, and the monies accounted for clearly.

9.10 A limited fund to enable the FCH to cover any ongoing and running costs will be kept at the end of the financial year for the start of the next. All other monies will be given over to the School's charities.

9.11 In the event of the dissolution of the FCH, any remaining funds shall be given to the School's chosen charity or charities.

9.12 There will be no distribution of funds to its Members, unless for reimbursement of expenses.

10. CONSTITUTION

10.1 The Constitution may be amended by two-thirds of the Members present and eligible to vote at an Extraordinary General Meeting and any amendment must be delivered to the Secretary and announced at the next Annual General Meeting unless amended at an Annual General Meeting.

10.2 Any matter not provided for within this Constitution shall be decided by the Committee.

10.3 The FCH may be dissolved by resolution passed in a General Meeting by a majority of not less than two-thirds of those present and eligible to vote thereon.

11. DISCLAIMER

The FCH shall not be held responsible or liable to any Member, or any co-opted person, in any manner whatsoever whether for negligence, breach of contract or otherwise,

brought in respect of any damage or loss, whether physical, mental, economic or otherwise, caused by the FCH (whether by its full membership or Executive Committee or Committee or Sub- Committee thereof), its servants, agents or officers.

This Constitution was approved by the Annual General Meeting of FCH held at Chepstow House School, 108a Lancaster Road, London W11 1QS on 18 September 2019. Changes to the Constitution were approved by an Extraordinary General Meeting held at Chepstow House School, 108a Lancaster Road, London W11 1QS on 30th September 2022.