

# SUTTON OAK CHURCH OF ENGLAND PRIMARY SCHOOL

Friends of Sutton Oak CE Primary School



*"Believe, achieve and grow together"*



## **Friends of Sutton Oak CE Primary School**

The 'Friends of Sutton Oak CE Primary School' has been established with the aim of advancing the education of the pupils of the school. The 'Friends' will raise funds in many ways with the intent that everyone in the school and local community are able to make a contribution. Money raised will go towards provision of facilities for education at the school.

### **Constitution and Rules**

1. The name of the Association shall be **Friends of Sutton Oak CE Primary School**.
2. The objectives of Friends of Sutton Oak CE Primary are:
  - To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
  - To develop and engage in activities which support the education and welfare of the pupils.
  - To fundraise
3. The membership of the Association shall consist of the Headteacher, elected parent governors, several co-opted members from within the school community and parents.
4. The management and control of the Association shall be vested in a committee which will include:
  - Chairperson
  - Vice Chair
  - Secretary
  - Treasurer
5. The committee will elect the roles of Chairperson, Vice Chair, Treasurer and Secretary at the first meeting of the academic year in September.

6. The duties of the officers shall include:-

**Chairperson:**

- To see the meeting is properly constituted.
- To see that the requirements of rules, order etc., are observed.
- To maintain order of business as set out in the agenda, unless meeting consents to change.
- To give all wishing to do so an opportunity to speak.
- To put motions etc., to the meeting.
- If a ballot on a motion is tied, then the Chairperson may cast a deciding vote at his discretion.

**Vice Chair:**

To undertake the duties of the Chairperson during his absence.

**Secretary:**

Shall record the proceedings of each meeting of the committee and maintain records.

**Treasurer:**

- Shall keep a true and accurate record of money raised.
- Shall submit duly audited accounts for scrutiny.

7. Committee meetings shall be held on the first Wednesday of each half term.
8. Six members of committee shall constitute a quorum.
9. If a committee member acts in a way that is considered by other members to undermine the objectives of the Friends of Sutton Oak CE Primary School, their place on the committee shall be terminated if the majority of members agree.
10. Decisions reached by the committee are subject to consent from the Headteacher.

