Friends of Bordesley Green constitution

This is the constitution of the Friends of Bordesley Green Primary School, c/o Bordesley Green Primary School, Marchmont Road, Bordesley Green, B95XX.

The objectives of the FoBG are:
- To fundraise and organise events which support the education and welfare of the pupils
- To work in partnership with the school to create a welcoming school, being inclusive for all parents
- To promote partnership between the school, its pupils and all its parents.
- To do anything else within the law that promotes the objectives but the committee shall not undertake any activity on the school premises without the consent of the Head Teacher.

The membership will be a minimum of five parents/carers of children attending the school. The maximum size will be 15. Members will be selected from any parent/carer of a child at the school who wants to volunteer to be a member.

FoBG may co-opt up to 5 people to assist with carrying out its functions, however, the number of parent members must always be greater than the number of co-opted members, and these members can be from the local community aged 18 and over wishing to offer appropriate support.

FoBG may invite others to join meetings and to contribute from time to time for example the school's Business Manager or a representative from the school council. Office bearers will be agreed by FoBG members immediately following its formation. These will include, as a minimum, a chair, a secretary and a treasurer. Office bearers will be re-selected by FoBG members on an annual basis (At the annual meeting of FoBG).

The Annual Meeting will be held once a year. A notice of the meeting including date, time, and place will be sent to all members of FoBG at least two weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its committee(s)
- Selection of new members and roles/responsibilities.
- Approval of the accounts and appointment of the auditor.

The FoBG will meet at least six times per year. Additional meetings will be convened as and when necessary when organising events. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote.
If a FoBG member acts in a way that is considered by other members to undermine the objectives of FoBG, their membership shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member. FoBG would also exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the Association into disrepute.

Copies of the minutes of all meetings will be available to all parents of children at Bordesley Green Primary school and to all staff at the school. Copies will be available from the secretary of FoBG and will be posted on the parent notice board and on the school website, as soon as possible after they have been approved.

Funds
A bank account is set up in the name of the FoBG for all funds. Withdrawals will require two signatures from the nominated people. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each FoBG meeting and a full account for the Annual Meeting. The FoBG accounts will be audited by the auditor appointed at the previous Annual Meeting. The FoBG shall be responsible for ensuring that all monies are used in accordance with the objectives of the FoBG.

Property and funds
Any property of the Friends of Bordesley Green is held on trust to achieve the objectives and does not belong to the members. All equipment/resources are to be kept on the school premises.

The FoBG may change its constitution after obtaining consent from members. Members of FoBG will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. The constitution will be reviewed by the members after its first year in operation, and every three years thereafter. Should the FoBG cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.

The constitution was adopted by parents from Bordesley Green Primary school.

Signed: ______________________________ Title: chair of Friends of Bordesley Green

Date: ______________________________

Signed: ______________________________ Title: Parent Support Advisor

Date: ______________________________

Constitution Revised on 21/11/16