



## GAYHURST PARENTS ASSOCIATION CONSTITUTION

### 1. NAME OF ASSOCIATION

The "Gayhurst Parents Association" (GPA).

### 2. OBJECTIVES

- To arrange social activities and events primarily for the benefit of children and parents of children who currently attend Gayhurst School (the "School").
- To raise funds for the benefit of the School and chosen charities.
- To provide a welcoming service for new parents to the School.
- To foster positive relationships between staff, parents and others associated with the School.
- To liaise with the Headmaster and other staff members on the above matters.

### 3. CONSTITUTION

- Number of members – at least one parent representative ("parent rep") per school year and the Chair, Deputy Chair, Secretary and Treasurer (the "Key Post Holders"), who can also hold the position of a parent rep but are not required to do so.
- Eligibility for membership – parents of boys and/or girls currently attending the School.
- Tenure of membership – maximum of three years, whether consecutive years or otherwise.
- Selection/election of parent reps – an outgoing parent rep must give the Chair as much notice as possible and invite other parents in their class/year to volunteer for the role(s), by voting process if necessary within the given class/year.
- Selection/election of Key Post Holders – an outgoing Key Post Holder must give the other members a minimum of a term's notice and invite other members and parents of children attending the School to volunteer for the role, by voting process if necessary of the other members.
- Full Committee structure – the Key Post Holders and the parent reps (the "Full Committee").
- Sub-committee structure – a sub-committee can be set up for activities and events as necessary, reporting to the Full Committee. A sub-committee may include non-committee members as long as one of the Key Post Holders is on the sub-committee.
- Frequency of Full Committee meetings – by mutual agreement, but at least once at the start of each School term.
- Frequency of sub-committee meetings – by mutual agreement.
- Extraordinary meetings – these must be held within ten days of a written request being made to the Secretary by not less than  $\frac{3}{4}$  of the members.



- Voting on GPA issues – ordinary meetings require a simple majority of those attending, with the Chair holding a casting vote; extraordinary meetings require a  $\frac{3}{4}$  majority of those attending.
- Quorum – for any matters requiring a vote, the quorum shall be two Key Post Holders and two parent reps.
- Amendment of the constitution – by simple majority vote at a Full Committee meeting.

#### 4. RESPONSIBILITIES AND FUNCTIONS OF COMMITTEE MEMBERS

- Chair

Chair Full Committee meetings:

- Prepare the agenda, inviting agenda items from Full Committee members and the Headmaster and circulating the agenda in advance
- Call the meeting to order
- Ask for and note any apologies for absence
- Confirm approval of minutes of the last Full Committee meeting
- See that the agenda is followed
- Encourage those attending to share their views
- Set a date for the next Full Committee meeting
- Close the meeting

Make arrangements to hold Full Committee meetings at least once at the start of each School term

Circulate approved minutes to all Full Committee members

Welcome and involve new parent reps and new parents to the School

Liaise with the Headmaster and other members of staff on GPA issues

Sign cheques with the Treasurer where needed

Deal with correspondence

Regularly update the parents of children who currently attend the School on GPA events, activities and expenditure

Maintain and update the content of the GPA section of the School website/My School Portal website

Maintain and update the GPA's social media presence in conjunction with other parent reps/members of School staff as appropriate

- Deputy Chair

In the absence of the Chair at any Full Committee meetings, take over the role of chairing the Full Committee meeting

Assist the Chair as required

- Secretary

Produce minutes of Full Committee meetings and (if appropriate) sub-committee meetings and seek Chair's acceptance of such minutes

Help the Chair deal with correspondence

Assist the Chair as required



- Treasurer
  - Account, bank and record monies raised by the GPA and the GPA School Shop
  - Authorise and account for GPA expenses
  - Raise cash floats where required for GPA events
  - Keep the Chair updated about financial matters after each GPA event (profit or loss)
  - Keep the Full Committee updated about financial matters at Full Committee meetings (for example, major items of expenditure)
  - Prepare and publish accounts once a year and present to the Full Committee for approval
  - Assist the Chair as required
- Parent rep
  - Act as a communication link between teachers and class/year parents
  - Act as a communication point for new parents joining the School
  - Attend the Parents' Forum on a termly basis with the Headmaster
  - Collate information for the contacts list and birthday list and keep up to date
  - Arrange collections for Christmas / Easter / end of year / leaving gifts for class/year teachers
  - Arrange social activities for parents and children in their class/year
  - Sit on the GPA Full Committee and attend Full Committee meetings
  - Cascade GPA information to other parents in their class/year
  - Assist and support with GPA activities and events and/or arrange for other parent reps and parent volunteers to do so
  - Assist the Chair as required