



## **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 in any individual role, 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:
  - Call the meeting to order;
  - 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;
- 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 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 meeting, take over the role of chairing the Full Committee meeting;
- Assist the Chair as required.

##### Secretary

- Prepare the agenda for a Full Committee meeting, inviting agenda items from Full Committee members and the Headmaster and circulating the agenda in advance;
- Ask for and note any apologies for absence at a Full Committee meeting;
- Produce minutes of a Full Committee meeting and seek Chair's approval of such minutes;
- Circulate approved minutes to all Full Committee members;
- 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.