

ASSOCIATION OF PARENTS, TEACHERS AND FRIENDS
OF SCAPEGOAT HILL J & I SCHOOL
To be known as FOSS (Friends of Scape School)

CONSTITUTION

Aims

- To work as a group to develop an effective relationship between the staff and parents and others associated with the school.
- To provide an open forum for parents, teachers and friends to discuss school matters.
- To engage in social activities to support the community and events for providing funds for equipment which support the schools to advance the education of the pupils.

Membership

The FOSS group is an open forum to which any of the following can join at any time:

- Parents, carers and guardians of pupils in attendance at the school.
- Extended family members of pupils in attendance at the school.
- Serving members of staff.
- School governors.
- Members of the community who have the best interests of the school at heart. (NB. FOSS must reconsider the invitation of such a member at the request of the school's Governing Body).

Activities and Events

FOSS is involved in organizing events, both of a social and fund-raising nature:

- Social activities and fundraising events shall be organised by the FOSS group and managed by the officers.
- Any funds raised at such events shall be collected and banked by the Treasurer.

Organisation of FOSS

- The business of the group shall be managed by four officers:
 - * Chair
 - * Vice-Chair
 - * Treasurer
 - * Secretary
- All officers shall be elected annually at the Annual General Meeting in November.
- Retiring officers are eligible for re-election for up to three consecutive terms in office.
- No officer shall remain in office for a period exceeding three consecutive terms.
- All meetings are open to all those eligible for membership.
- Decisions will be made by a simple majority. All members have equal voting rights at any meeting they attend.

- In the event of a tie the Chair shall have the casting vote.
- The group shall aim to meet twice every term.
- Minutes of the last meeting will be posted on the school website at after all meetings. Paper copies shall be available on request.
- An extra meeting can be called at the request of at least three eligible members of the group.
- A requested meeting must take place within 10 days of the request.
- Invitation to and reasons for an extra meeting shall be sent out in a letter at least 5 days prior to the meeting.

AGM

- The Annual General Meeting (AGM) of the group shall be held in November each year.
- The AGM, as with all meetings, is an open meeting.
- The meeting will receive a report from the retiring officers and elect a new Chair, Vice-Chair, Secretary and Treasurer.
- Alterations of the constitution can only be made at the AGM.
- As in all meetings decisions at an AGM will be made by a simple majority of those present excluding the Chair.
- In the event of a tied vote the newly elected Chair shall have the casting vote.

Funds

- The funds of the group shall be lodged in a bank in the name of the group (FOSS).
- Money may be drawn from the account in the signature of any two of the Chair, Vice-Chair, Secretary and Treasurer.
- The funds of the group shall not be regarded as part of the funds of the school.
- Funds will be passed to the school when approved at a meeting.
- In the event of the group being wound up funds will be transferred to the school fund.
- The Treasurer will keep accurate records of the funds and present a written report at each meeting.
- The annual Treasurer's report shall be presented at the AGM.
- The group's financial year shall run from 1st September to 31st August.
- The funds will be audited annually by someone who is not an elected officer.