



**PensMeadowSchool**

*Living, Growing, Learning*

**HOME SCHOOL ASSOCIATION CONSTITUTION**  
**Registered Charity No: 507259Association**

- 1 The name of the Association shall be Pens Meadow Home-School Association.
- 2 The objects of the Association are to further advance the education of the children and young people at Pens Meadow School by providing additional educational resources and activities not normally provided by the Local Education Authority. As an ancillary thereto and in furtherance of these objects the Association hopes to foster more extended relationships between the staff, children and young people, parent/carers, and others associated with the school.
- 3 The Association shall be non-political
- 4 Staff and parent/carers shall automatically be members of the Home School Association.
5. Trustees:
  - The Policy Making of the Association shall be vested in a Committee of Trustees elected by and accountable to its members and shall consist of the following: Chairperson; Vice-chairperson; Treasurer; Secretary, and 2 others who shall represent the staff of the school.
  - All Trustees shall sign a Trustee Eligibility Declaration, and provide their d.o.b., residential and email addresses and phone number when they accept election. These details shall be included in the Annual Update which shall be sent to the Charity Commission, together with the Annual Return in the event of the Association's income exceeding £10,000, as required by Law.
  - 3 members of the Committee of Trustees shall constitute a quorum
6. The Head Teacher of Pens Meadow School shall be President of the Association. Power to co-opt
7. A meeting of the Main Body of the Association and the Committee of Trustees shall be held at least once a term at a time and place that the Main Body of the Association shall direct.

## 8. Annual General Meeting

- The A.G.M. shall be held in October or November each year, with 14 days' notice given to all members. An agenda shall be sent to all members who return an 'intention to attend' slip.
- 8 members will constitute a quorum at the A.G.M.
- The Chair shall be taken by the Chairperson, or in his/her absence by the Vice Chairperson of the Association.
- The Annual Report of the Chairperson shall be presented and shall summarise the activities undertaken to achieve the objects of the Association, as stipulated by the Charity Commission.
- The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the A.G.M.
- The Trustee Committee members must retire at each AGM but may stand for re-election.
- Any member may stand for election as a Trustee.
- All members have 1 vote.
- An auditor not being a member of the Trustee Committee shall be appointed annually at the A.G.M. to audit the accounts and books of the Association.

9. The Association shall take out Public Liability Insurance to cover all its meetings and activities.

10. The banking account shall be made in the name of the Association and withdrawals shall be made in the name of the Association on the signing of the Chairperson and the Treasurer.

11. Casual vacancies may be filled by the Committee of Trustees by co-option. Any person so co-opted shall serve only while he or she would have served.

12. Where parent/carers no longer have children at the School but wish to continue their interest in the School through the Association, such parent/carers may be accepted as friends of the Home School Association, and shall be entitled to full membership.

13. A special General Meeting shall be convened at the request, in writing, to the Secretary, of 10 members of the Association. Such a meeting shall be held within 30 days of the request. Agenda and motion shall be circulated to all members.

14. No alteration of the rules may be made except at the A.G.M. or at a special meeting for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a Charity by law.

15. Any assets remaining on the dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but shall be given to the School for the benefit of the children and young people of the school in any manner which is exclusively charitable at law.

16. Any matter not provided for by the Constitution shall be dealt with by the Main Body of the Association, whose decision shall be deemed final.