



## From mountain to sea

### **This is the Constitution for St Fergus School Association (SFSA) as provided for in the Scottish Schools (Parental Involvement) Act 2006**

#### *Definitions*

*In this document the term "Parent" applies to parents, guardians and carers with parental rights and responsibilities.*

### **1. AIMS AND OBJECTIVES**

1. To provide social and fundraising events which will supplement the provisions for learning and teaching supplied by Aberdeenshire Council.
2. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
3. To promote partnership between the school, its pupils and all its parents.
4. To develop and engage in activities which support the education and welfare of the pupils.
5. To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.

### **2. MEMBERSHIP and CO-OPTED MEMBERS**

1. All parents of children attending St Fergus School and Nursery are eligible to become members of the SFSA.
2. Membership is obtained after attending your first meeting and agreeing to adhere to the SFSA's Aims and Objectives.
3. The membership of the SFSA will be a minimum of 4 parents of children attending the school.
4. The SFSA may co-opt up to 5 non-voting members to assist it with carrying out its functions. It is desirable the co-opted members include staff from the school, but members of the wider community may also be co-opted on.
5. Parents shall always form the majority of the SFSA. Ideally two-thirds of the SFSA will be made up of parents and one-third of co-opted staff.
6. The co-opted members will be invited to serve for a period of up to 2 years, after which time the SFSA will review and consider requirements for co-opted membership.
7. The SFSA may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions.



### **3. OFFICE BEARERS**

1. The office bearers will be elected by members of the SFSA at the AGM.
2. The Chair, Vice-Chair, Secretary, Treasurer and Baking Co-ordinator will be agreed by the members of the SFSA and will be elected for a two-year term. (In the positions of the Chair and Vice Chair the first year will be as Vice Chair and the second year as Chairperson).
3. The SFSA will be chaired by a parent of a child attending St Fergus School or Nursery. If the child ceases to be a pupil, The Vice-Chair will step into the Chairperson's role and a new Vice-Chair will be agreed at the next meeting.
4. Each office bearer shall be a parent of a child attending St Fergus School or Nursery. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next SFSA meeting.

### **4. TREASURER**

1. The treasurer will be responsible for opening a bank or building society account. Withdrawals will require the signature of the treasurer and one other office bearer.
2. The treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each SFSA meeting and a full account for the AGM. The SFSA accounts will be audited.
3. The SFSA shall be responsible for ensuring that all monies are used in accordance with their aims and objectives.
4. Should the SFSA cease to exist, any remaining funds will be used for the benefit of St Fergus School or the local community.

### **5. TERMINATION OF MEMBERSHIP**

1. If a SFSA member acts in a way that is considered by other members to undermine the aims and objectives of the SFSA, their membership shall be terminated if 50% of the parent members agree with the chairperson having the casting vote.
2. Termination of office shall be confirmed in writing to the member.

### **6 MEETINGS**

1. The SFSA will meet at least once in every school term and is open for all parents to attend.
2. Should a vote be necessary to reach a decision, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie. No co-opted members of the SFSA will have a vote.
3. The Head teacher has a right and a duty to attend meetings or be represented by another member of staff. The head teacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the SFSA.



4. Any two members of the SFSA can request that an additional meeting be held, and all members of the SFSA will be given at least one week's notice of date, time and place of meeting.
5. Copies of the minutes of all meetings will be available to all parents of children at St Fergus School and Nursery and to all teachers at the school. A copy will be posted on the school website and another will be on display on the SFSA noticeboard in school.
6. A member of the SFSA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the SFSA and will be removed from the correspondence list.
7. Agendas will be available for every meeting and will be created in consultation with the SFSA, parents and the headteacher.
8. Items for the agenda should be submitted to the Chair at least one week before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.
9. The secretary shall be responsible for taking accurate minutes of all meetings.
10. Copies of the agenda and minutes of meetings will be available to all parents of children at St Fergus School and Nursery from the chair of the SFSA, the school office and the school website.
11. The SFSA is accountable to the parent body for St Fergus School and Nursery and will make a report to it at least once each year on its activities on behalf of all parents.
12. The SFSA shall be responsible for ensuring that all monies are used in accordance with the Aims and Objectives of the association.

## **7. ANNUAL GENERAL MEETING (AGM)**

1. The AGM will be held annually in June.
2. A notice of the meeting including date, time and place will be sent to all parents of the children attending St Fergus School and Nursery.
3. The meeting will include:
  - a) A report on the work of the SFSA.
  - b) A report on the accounts.
  - c) Approval of the accounts and appointment of the auditor.
  - d) Announcement of new office bearers. (Selection should have been offered by post, text or email during May/June.)

## **8. EGM**

1. An **Extraordinary General Meeting (EGM)** is usually called on short notice and deals with an urgent matter.
2. An extraordinary general meeting can be called if 25% of SFSA members request it and the issues to discuss fall into the SFSA's remit. The SFSA will give all members at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.



## **9 CONFIDENTIALITY**

1. The work of the SFSA will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the parent members at the discretion of the chair.
2. Matters relating to issues of a confidential nature will not be recorded in an 'open' minute but will be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.
3. Data held as part of a SFSA's work should be held under appropriate GDPR (EU) 2016/679 guidance
4. Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at SFSA meetings.

## **10 CONSTITUTION**

1. The constitution may be changed after discussion at a SFSA meeting and obtaining consent from two-thirds of the members of the SFSA present at a meeting.
2. The other members of the SFSA will then be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

## **11 DISSOLUTION**

In the event that the SFSA ceases to exist any remaining funds should be distributed for the benefit of the children at St Fergus School and Nursery or the local community after a waiting period of 2 years. (It is hoped that within that timescale another committee will have formed, and the funds will be there to 'start them off')