

Proposed Lark Rise Constitution

1 Aims:

- Find creative ways to support parents, students, school and the wider community.
- Actively encourage all parents to get involved with Larkmead School by providing a range of opportunities
- Raise funds to support student activities and improve school facilities
- Support relevant school events
- Provide a forum for parent's views

2 Officers:

Chairperson
Two Vice Chairpersons
Secretary
Treasurer
Events Coordinator

3 Election of Officers:

The election of Officers will be for a period of one year. They shall be elected at the AGM. The first meeting after the AGM will normally be held within one month.

4 Members:

All parents of current pupils at Larkmead and school staff are automatically members of Lark Rise. Friends of the School may also put themselves forward as members of the Committee or on the list of parent/friend volunteers who can be called upon for help when needed.

5 Committee:

The Committee shall consist of a minimum of 12 members which can be made up from: the Head Teacher or their representative, parents of children currently at the School or friends of the School, and any

member of staff. It is acceptable to exceed this number if sufficient parents/friends volunteer.

Officers may serve a maximum term of 3 consecutive years after which they may become general members. After a year's gap they may wish to take on the role of an officer again. General Committee meetings will be held once per term with additional meetings as necessary, at least one Officer must be present at all general committee meetings.

6 Quorum:

For a general committee meeting to be quorate a minimum of 5 members should be present. No decisions can be made with less than a quorum present.

7 Minutes:

Minutes of each meeting will be sent via email to parents who elect to receive Lark Rise emails.

8 AGM

The AGM shall be held within 6 weeks from the start of the Autumn Term. The purpose of the AGM is as follows:

- a) Chairperson to report
- b) Treasurer to report
- c) Events coordinator to report
- d) To propose and elect the new Committee
- e) To appoint an Auditor for the coming year
- f) Any other business

9 Treasurer:

The Treasurer shall keep account of all income and expenditure and shall submit accounts, duly audited before the AGM. The Banking Account shall be made in the name of Lark Rise and withdrawals shall

be made by the signature of any two of the following:

- a) Chairperson
- b) Treasurer
- c) Secretary

10 Auditing:

At least one AUDITOR, not being a member of the Committee, shall be appointed annually at the AGM to audit the accounts and books of Lark Rise.

11 Insurance:

Lark Rise shall take out Public Liability Insurance to cover all its meetings and activities.

12 Project Funding:

Any bids to support student activities or improve school facilities that are not directly funded by the LEA should in the first instance be put forward to the Head Teacher. It is then required that the body that needs funding present their requests to a general meeting for discussion and approval. If this is not possible the funding decision can be made by the at least five officers of Lark Rise.

It would be appreciated for successful bidders to report back on progress of the project.

13 Omissions:

Any matter not dealt with or provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final.

14 Reviews:

The constitution shall be reviewed every 5 years by the Committee, but can be sooner, if the Committee decide that it is necessary.