

## The Constitution of the Friends of Wychwood (FoW): Our Organisation: how it works and what it is for.

### Membership

1.1 As Wychwood School is a charity, our Organisation comes under its aegis. The Organisation is called the Friends of Wychwood and is referred to as FoW.

1.2 Membership of FoW is automatic for all parents and guardians of pupils attending the School.

1.3 FoW abides by principles established in the Equality Act 2010 and is non-political and non-sectarian.

### The Objectives of the FoW are:

2.1 to help build and strengthen the community of parents within the School

2.2 to put on events through the school year which help the school to support the girls in various ways. The Head and Staff are consulted and normally recommend priorities.

### Money matters:

3.1 The FoW is self-supporting through funds raised by its various activities together with donations. Parents pay a termly amount to FoW via school bills; this is currently £10 per term.

3.2 All money raised by the FoW is paid into an appropriate account. It is dispersed by decision of the Committee after discussion with the Head for the general benefit of the girls.

3.3 The Treasurer presents an income and expenditure account, balance sheet and report at the AGM. The accounts are then audited internally and signed off by a second signatory; this is currently the Chair.

3.4 As we have charitable status through our affiliation with the School, we have no separate legal obligation to present our accounts to the Charities Commission.

3.5 Our financial year runs from 1<sup>st</sup> September - 31<sup>st</sup> August.

### AGM, Officers and Committee

4.1 We welcome all members to meetings, especially the AGM.

4.2 The FoW is run by a committee consisting of three elected Officers: Chair, Secretary and Treasurer together with the Form Reps. The Head is also a member, ex-officio.

4.3 An annual general meeting (AGM) is held in the Autumn term to confirm the Officers, present accounts to the membership and have those accounts formally approved by the membership.

4.4 The AGM is for all members to attend and to raise items for the agenda. The Treasurer presents the accounts and the Chair makes a brief progress report.

4.5 In principle, Committee members should serve for two years to provide continuity. Members may exceptionally serve for up to seven years. The Head is always a member ex-officio.

4.6 More than 50% attendance of Committee members is required for a Committee meeting to be quorate, one of whom must be an Officer.

4.7 Committee meetings shall be held as required and convened by the Chair or Secretary.

4.8 The Committee aspires to run itself in a consensual way so that any voting is normally a formality. Differing views on what is in the girls' best interests are recorded in the Minutes separately on request.

4.9 Each member of the Committee has one vote. Resolutions are passed by a simple majority vote of those present. All motions require a Proposer and a Seconder.

The Chair has a deciding vote in the event of a tie. If the Chair is absent, the Secretary then the Treasurer has a deciding vote.

A copy describing how the FoW works is always available on the FoW page of the School website.