

St Catherine Parents' Guild Constitution

Version: October 2022

1. St Catherine Parents' Guild

- 1.1 St Catherine Parents Guild ("the Guild") is the name of the Parents' Association for Habs Girls' School ("the School").
- 1.2 The address of the Guild is c/o Habs Girls' School, Aldenham Rd, Elstree, WD6 3BT.

2. The Purpose of the Guild

- 2.1 The purpose of the Guild is
 - 2.1.1 fundraising for the School Bursary Fund
 - 2.1.2 to enhance the education of the pupils at Habs Girls' School
- 2.2 In particular, but not exclusively, the Guild fulfils this purpose by:
 - 2.2.1 organising fund raising events and activities.
 - 2.2.2 developing effective relationships between parents, guardians, staff and others associated with the School.
 - 2.2.3 organising social occasions for pupils, parents, guardians and staff.
- 2.3 The Guild allocates funds raised, after deduction of costs, in the following proportions:
 - 2.3.1 £4999 to activities, facilities or items that enhance the education of the pupils at the School, in accordance with a 'wishlist' produced by the school each year.
 - 2.3.2 The balance of funds to the Habs Girls' Bursary Fund.
- 2.5 If the £4999 is not fully allocated each year, it will be donated to the Bursary Fund.

3. Membership

- 3.1 All current parents and guardians of girls at the School are automatically Members of the Guild and cease to be Members when they no longer have a child at the school.
- 3.2 There is no annual subscription fee.

4. Committee

- 4.1 The Guild is run by a committee ("the Committee") of, maximum, 12 Committee Members who are current parents/guardians ("the Committee Members").
- 4.2 The Committee has control of the Association, its property and funds.
- 4.3 The work of the Committee is managed by those Committee Members who are also appointed as Officers:
 - 4.3.1 Chair
 - 4.3.2 Secretary
 - 4.3.3 Treasurer
- 4.4 Specific role expectations for the Committee Members and Officers are attached at **Appendix 1**.
- 4.5 The Committee meets at least once every half term at school to review events and activities of the Guild and to plan forthcoming events and activities.
- 4.6 The Headmistress, a Deputy Head, a representative of the Junior School and the Director of Development also attend committee meetings. However, they are not Committee Members and do not hold voting rights.
- 4.7 The Chair or, if the Chair is unable to do so, another Committee Member chosen by the Committee Members present, leads each committee meeting.
- 4.8 A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total current Committee Members.
- 4.9 Where a vote is required, these are determined by a simple majority of the votes cast by the Committee Members.
- 4.10 Each Committee Member has one vote on each item except for the Chair, who has a casting vote in the event of a tie.
- 4.11 No Committee Member will receive any remuneration or benefits from the Guild.
- 4.12 There must be a minimum of three Committee Members.

5. Election process and tenure of Committee Members and Officers

5.1 Committee Members

- 5.1.1 Any Parent or Guardian can be nominated (or self-nominate) if they wish to be considered for the position of Committee Member.
- 5.1.2 Regardless of whether an individual is nominated or self-nominated, it is expected that they can state what skills and experience they can bring to the Committee and to demonstrate considerable involvement in previous Guild events and activities.
- 5.1.3 Nomination does not guarantee a position as a Committee Member.

- 5.1.4 The invitation to join the committee as a Committee Member is extended by the Chair of the Committee following consideration of the nominations with the Headmistress.
- 5.1.5 Invitations may be extended throughout the year as positions on the Committee arise and all appointments are confirmed at the next AGM of the Guild.
- 5.1.6 Committee membership is for five years, after which the Committee Member must resign unless they are invited to take an Officer position.
- 5.1.7 In the interest of fairness to all parents who may wish to join the committee from what is a very large parent body, once a parent leaves the Committee they cannot re-join the Committee for the remainder of their time as a parent / guardian of a girl at the school. They remain Members of the Guild and can be involved with the Guild events and activities by volunteering.
- 5.1.8 Limited exceptions, as stated at 5.2, apply to 5.1.7 where:
- an existing Secretary or Treasurer is invited to take the position of Chair for three years or
 - the existing Chair is invited by the Headmistress to remain in the position (subject to a maximum of 6 years).
- 5.1.9 If any Committee Member is viewed as having failed to significantly deliver on expectations, the Chair may request that they step down from their position with immediate effect.
- 5.1.10 If a Committee Member fails to attend three committee meetings in a row they will be deemed to have resigned from the committee with immediate effect.

5.2 Officers

- 5.2.1 The Chair, Treasurer and Secretary roles are for a period of three years, or until his or her daughter leaves the school, whichever is the earlier.
- 5.2.2 The three year period may be extended, but this can only be at the request of the Headmistress. The maximum any Officer can serve is six years after which they must resign from the committee.
- 5.2.3 During the final year of tenure of any Officer, nominations are invited for successors to the Officer role.
- 5.2.4 The Chair of the Guild holds the final decision on Treasurer and Secretary given their close working relationship.
- 5.2.5 The Headmistress holds the final decision on Chair given their close working relationship.
- 5.2.6 If any Officer is viewed as having failed to significantly deliver on expectations, it is within the power of the Headmistress to request that they step down from their position with immediate effect.

6. Annual General Meeting

- 6.1 An AGM for the Guild will be held in the Autumn term of each school year, to which all Members are invited. No more than 15 months must elapse between any AGM.
- 6.2 The purpose of the AGM is:
- 6.2.1 to provide an opportunity for all Members to attend and find out more about the Guild events and activities.
 - 6.2.2 to report on Guild events and activities from the previous academic year
 - 6.2.3 to report on the Guild finances for the previous academic year.
 - 6.2.4 to confirm the appointment of any new Committee Members.
- 6.3 The AGM is held on the School premises. Committee Members are required to attend the AGM.
- 6.4 A quorum at an AGM for voting purposes is double the amount of Committee Members in attendance and vote is by a simple majority of the votes cast by Committee Members and Members present.

7. Class Representatives

- 7.1 The aim is that every class in the school will have a Class Representative. The role of Class Representative may be shared jointly between two or three parents within a class.
- 7.2 Towards the end of each academic year, nominations are invited for new class representatives. These are parents who are happy to act as champions of the Guild, personally helping out with Guild activities, conveying information about Guild events to the parents in their classes and recruiting volunteers as required. Class Representatives then serve for a full academic year.
- 7.3 Existing Class Representatives may nominate themselves the following year but only if no other parent has nominated themselves to take the position.
- 7.4 Class Representatives are not deemed to be Committee Members but are invited to attend Guild Committee meetings, with the expectation that they attend regularly.
- 7.5 Committee Members must not concurrently hold the position of Class Representatives.

8. Fund raising

- 8.1 The Committee is responsible for organising various events and activities throughout the year. The current activities and events include but are not limited to:
- Fireworks Display
 - Junior School Disco
 - VIP Vintage Tea Party
 - Quiz
 - Year 6 Party (non-fundraising)
 - LOGO
 - Summer Fun Day
 - Outgrown Uniform Sales

- Class Reps' and Volunteers' breakfast events (non-fundraising)
- 8.2 All events and activities are led by the Committee who actively progress the organisation of the event or activity and encourage class representatives and parents to volunteer.
- 8.3 The event lead must keep the Chair informed of the progress of the event.

9. Finance and Donations

- 9.1 The Guild Treasurer keeps formal accounts of all fundraising activities. Sale of items containing the school logo and sales of Outgrown Uniform are also Guild activities and dealt with through the accounts of the Guild.
- 9.2 The Bursar is sent copies of the Guild minutes and accounts.
- 9.3 At the beginning of each academic year, the Committee reviews donations made to the school for the previous academic year. The committee may decide to accumulate funds over more than one academic year towards particular equipment/materials nominated by the school.
- 9.4 Suggestions for donations are made by the School to the Chair who will raise them for discussion and vote by the Guild Committee either at Committee meetings or through written communication with the Committee .

Appendix – Key Roles

Chair

Main Purpose of the Role

The Chair holds an Officer position, is the key contact between the school and the Guild, directs meetings and carries ultimate responsibility for all Guild events and activities. As such, the Chair ensures that all events and activities are organised effectively and efficiently through regular contact with event and activity lead committee members. The Chair also ensures legal compliance such as licences, health & safety risk assessments and first aid cover.

Duties and Key Responsibilities

- Arranges and chairs committee meetings with the assistance of the Secretary.
- Works closely with each event or activity team, overviews and reviews them regularly to ensure they are run efficiently.
- Maintains contact with Class representatives with the help of the Secretary
- Must check risk assessments before forwarding to the school to ensure they are comprehensive and cover all reasonably considered risks.
- Checks that the school approves each Risk Assessment and resolves any issues with the Committee Member running that event.
- Ensures that appropriate licenses for raffles and alcohol are obtained in good time, if required.
- Obtains from all Committee Members the information required for DBS checks when they join and must update the school annually.
- Ensures all relevant passwords, access codes, ID cards and lanyards are provided for new Committee Members and revoked for departing committee members in accordance with school requirements.
- Approves all outgoing correspondence before sending to the school.
- Prepares the Annual Report for the AGM.
- Is a signatory on the Guild bank account.
- Holds a casting vote where required.
- Is responsible for communicating all Guild activities, meetings and decisions to the wider school body.
- Maintains effective communication links between the Guild and the Class Representatives.
- Endeavours to ensure that all classes within the school have at least one Class Representative along with the Secretary.
- Supervises the Class Representative Whatsapp group.
- Attends Offer Holder and New Parent meetings to speak about the work of the Guild.

- Meets regularly with the Headmistress to keep her informed of the activities of the Committee.

Secretary

Main Purpose of the Role

The Secretary holds an Officer position, supports the Chair where required and maintains accurate records.

Duties and Key Responsibilities

- Obtains the dates of the committee meetings and prepares the Agenda at least one week before a meeting. Sends it to the Chair for approval, uploads it to the Google Drive and then forwards the Agenda to the Committee members and the Class Representatives.
- Takes minutes at meetings, records attendance, decisions, proposals and action points.
- Following meetings, prepares draft Minutes, sends them to the Chair for approval and then uploads the approved minutes to the Google Drive as well as circulating them to all Committee members along with a reminder of any actions agreed.
- Ensures Class reps receive a copy of the minutes
- Maintains records of Committee Members and class Representatives on the Google Drive.
- Checks email account daily and forwards to relevant person and Chair, for response.
- Obtains copies of the accounts from the Treasurer and uploads them to the Google Drive.

Treasurer

Main Purpose of the Role

The Treasurer holds an Officer position and ensures accurate, up to date financial records are kept and best practice procedures are followed for counting money, banking and making payments. The Treasurer should keep the committee updated with regular financial reports and ensure end of year reports are completed for the Guild AGM and any statutory requirement.

Duties and Key Responsibilities

- Keeps up to date and accurate financial records.
- Must produce up to date monthly accounts throughout the year.
- Presents financial updates at each committee meeting.
- Manages the Guild bank account and holds the Guild cheque book.
- Arranges changes of signatories on the bank account where required.

- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the Guild.
- Arranges floats for activities and attends all events to deal with financial aspects.
- Ensures best practice procedures for counting and banking money after events and activities are in place and followed including counting the money on site, at the event or activity with the assistance of a second person and banks money the next working day. This also applies to OGU and LOGO.
- Makes approved payments.
- Must ensure approval is sought from the Chair for all payments over £100 before payment.
- Must ensure that procedures for making approved payments and claiming approved expenses are followed by all Committee Members.
- Prepares the annual Treasurer's report for the AGM
- Must arrange an independent examination of the association accounts.
- Manages Gift Aid where applicable

Committee Member

Main Purpose of the Role

All Committee Members are required to take an active part in the organisation and running of all events and activities held by the Guild.

Committee Members carry joint responsibility for the actions of all the Committee Members

Duties and Key responsibilities

- Must take a lead role (or joint lead role) for at least one event or activity run by the Guild.
- Recruits volunteers to help at events and activities.
- Must take an active part in all other events and activities run by the Guild not just the lead role they hold.
- Must not also hold the position of class representative.
- Must attend committee meetings.
- Must work closely with the Chair to ensure the event or activity they lead is run efficiently and effectively.
- Must ensure that agreement on major decisions regarding their event or activity, particularly regarding financial expenditure, is discussed with the Guild Committee and authorisation obtained for payment from the Chair.