

FRIENDS OF ST LAWRENCE SCHOOL

(F.O.S.L.S)

CONSTITUTION

1. Association Details

The name of the Association is "Friends of St. Lawrence School" (often referred to as "F.O.S.L.S").

2. Purposes

The object of the Association is to advance the education of the children in the School. In furtherance of this object, the Association may:

- a. Develop more extended relationships between the Staff, parents and others associated with the school;
- b. Engage in activities which support the School and advance the education of the pupils attending it;
- c. Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee, in consultation with the Governing Body shall from time to time determine.

3. Membership

All parents/guardians of children attending the school, all Staff, and others with an active interest in the School, are automatically Members of the Association.

4. The Committee

- a. The management of the Association (including control of the Association, its property, and its funds) shall be vested in the Committee consisting of a minimum of five (5) and maximum of eleven (11) Committee Members.
- b. All Committee Members, except those who are co-opted by the Committee, must be Members of the Association.
- c. Committee Members shall be elected by Members of the Association at an AGM and shall hold office until the next AGM.
- d. The President of the Association shall be the Headteacher of the school (ex-officio).
- e. The Committee Officers shall be elected at AGMs and shall be Committee Members. Committee Officers shall have a child at the School at the time of election.
- f. The Committee may co-opt additional Committee Members at any time and the co-opted Committee Members shall serve until the date of the next AGM.
- g. The number of co-opted Committee Members must not be more than 50% of the total number of Committee Members.
- h. All Committee Members (including those co-opted by the Committee) are Trustees.
- i. Committee Officers shall serve in a Committee Officer role for a maximum period of three (3) consecutive years but may, before or after that three year period, be elected as an ordinary Committee Member (non-Committee Officer role).
- j. Each Committee Member shall be entitled to reimbursement from the Association for reasonable out-of-pocket expenses properly incurred in the administration of the Association.

5. Committee Meetings

- a. Committee Meetings shall be held at least once per School term, at such times and places as the Committee shall decide. Committee Meetings can be held physically and / or virtually.
- b. A quorum for Committee Meetings is 50% (rounded up to the nearest whole number) of the total number of Committee Members.
- c. The Chair shall preside at each Committee Meeting or, if the Chair is unable or unwilling to do so, some other Committee Member chosen by the Committee Members present shall so preside.
- d. Decisions of the Committee shall be taken by simple majority of votes of Committee Members.
- e. Except for the Chair, who has a second / casting vote, every Committee Member has one vote.
- f. Members of the Association who are not Committee Members may attend Committee Meetings where the Committee deem such attendance will assist in the furtherance of the Object, however, they shall not be entitled to vote.

6. Powers

The Committee has the power to do anything reasonably considered by the Committee to be in furtherance of the Object. This includes:

- a. Raising funds and inviting and receiving contributions in furtherance of the Object;
- b. Purchasing, retaining, and selling any assets of any description in furtherance of the Object;
- c. Delegating functions of the Committee to sub-groups provided that at least one member of each sub-group must be a Committee Member to ensure that the actions of the sub-group are in furtherance of the Object;
- d. Delegating functions of the Committee to Member(s) of the Association provided that at least one (1) Committee Member shall liaise the Member(s) to whom such function has been delegated to ensure it is carried out in furtherance of the Object;
- e. Appointing and authorising a minimum of two (2) and a maximum of four (4) Signatories to arrange and authorise withdrawals and payments from the Bank Account (including signing cheques and by online banking) in furtherance of the Object. Such Signatories must be Members of the Association and shall be Trustees of the Association.
- f. Making rules about the administration of the Association, including those governing the running of Committee Meetings and General Meetings and the operation of the Bank Account and management of Association funds provided that all such rules must be consistent with this Constitution.

7. General Meetings (Annual and Special)

- a. Members of the Association are entitled to attend General Meetings of the Association. General Meetings can be held physically and / or virtually.
- b. An AGM of the Members of the Association shall be held annually and not more than 15 months may elapse between successive AGMs.
- c. A minimum of three (3) Committee Members plus a minimum of one (1) Member of the Association shall constitute a quorum for General Meetings.

- d. A Special General Meeting may be called for a particular purpose at the discretion of the Committee or in response to a written request from not less than 10 (ten) Members of the Association.
- e. The Committee shall take all reasonable steps to notify Members of the Association of the date, time, location, and an overview of the agenda of General Meetings at least 14 days before such meetings.

8. Accounts and Record-Keeping

- a. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly examined, at the AGM.
- b. The Committee shall agree an independent examiner for the Association where needed (a non-Committee Member of the Association is acceptable).
- c. The Bank Account shall be in the same name of the Association, and all cheques and other forms of payment and withdrawals (including online banking) will require the signature of any two Signatories.
- d. The funds of the Association will be applied solely for the furtherance of the Object.
- e. Fundraising objectives will be agreed in consultation with the parents/guardians, Staff and / or the members of the Governing Body.

9. Amendments to the Constitution

- a. No amendments to this Constitution shall be made to this Constitution except at General Meetings.
- b. No amendments shall be made to Clauses 2 and 10 of this Constitution without the prior written permission of the Charity Commission.
- c. No amendments shall be made to this Constitution which would cause the Association to cease to be a charity in law.
- d. Amendments to this Constitution shall receive the assent of two thirds of the Members of the Association present and voting at an AGM or Special General Meeting.

10. Dissolution

The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of assets remaining after satisfying any outstanding debt and liabilities. These assets shall not be distributed among the members of the Association, but will be given to the school for the benefit of the children in the school, or in the event of school closure to the school which the majority of the children of the closing school will go, in any manner which is exclusively charitable at law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.

11. Glossary

In this Constitution, the following terms shall have the following meanings:

AGM means an annual general meeting of the Members of the Association

Association means the “Friends of St. Lawrence School” (often referred to as “F.O.S.L.S”) with registered Charity number 1053482

Bank Account means the bank account of the Association

Chair means the chair of the Association elected at a General Meeting

Charity Commission means the Charity Commission for England and Wales

Committee is the governing body of the Association and is comprised of Committee Members

Committee Members means the members of the Committee elected at the AGM or co-opted by the Committee in accordance with this Constitution

Committee Officers means the Chair, the Treasurer, and the Secretary

General Meeting means an AGM or a Special General Meeting

Governing Body means the governing body of the School which comprises twelve (12) governors one of which is the Headteacher (ex officio)

Headteacher means the headteacher, principal or executive head of the School

Member of the Association has the meaning set out in Clause 3 of this Constitution

Object means the object of the Association described in Clause 2 of this Constitution

President of the Association means the Headteacher who acts in an advisory capacity but is not an elected president and holds no voting rights

School means St. Lawrence Church of England Primary School, Lechlade

Secretary means the secretary of the Association elected at a General Meeting

Signatories means those Members of the Association authorised to arrange and authorise withdrawals and payments from the Bank Account (including signing cheques) in accordance with this Constitution

Special General Meeting means an extraordinary General Meeting of the Members which is not an AGM and is called in accordance with this Constitution

Staff means teaching and non-teaching staff of the School

Treasurer means the treasurer of the Association elected at a General Meeting

Trustee has the meaning prescribed by section 177 of the Charities Act 2011 or any substantial re-enactment and duly appointed in accordance with this Constitution

This governing document ("Constitution") was adopted by The Friends of St. Lawrence School (FOSLS) at an EGM on 30 January 2026 in accordance with section 280A of the Charities Act 2011

