

Friends of Truro School Constitution

1. NAME

This organisation is to be called 'The Friends of Truro School', which when abbreviated is to be referred to as the 'FTS'.

2. OBJECTIVES

The primary objective of the FTS is to bring the strong and inclusive community of Truro School parents, pupils and teachers together to enrich our children's school experience and help them to get the most out of their time at Truro School & Truro Prep School. In addition, the FTS will co-ordinate with Truro School and Truro Prep School to raise funds to help enhance the facilities and education.

3. MEMBERSHIP

All parents and/or guardians of pupils at Truro School & Truro Prep School are full members. All governors, teachers, former parents and non-teaching staff at the School are honorary members, who may be invited in a representative capacity to attend meetings, but will not normally have voting rights, except for those taking positions as Officers, or on the Committee.

4. OFFICERS

The officers of FTS (who at the time of their election shall be a parent of a present pupil) shall be:

- Chair
- Vice-Chair
- Secretary
- Treasurer

5. MANAGEMENT

As far as it is practicable, the Committee of the FTS shall consist of a minimum of:

- The Head of Truro School (or their representative in their absence)
- The Head of Truro Prep School (or their representative in their absence)
- A minimum of three parents from Truro Prep School (to include the Prep Class Rep. Co-Ordinator)
- A minimum of three parents from Truro School
- The Chaplain, by agreement of the Committee
- Additional members may be co-opted as necessary by the Committee

6. ELECTION & APPOINTMENT OF THE COMMITTEE

The Officers and Committee shall be elected at the AGM and shall serve until the commencement of the next AGM.

- Of the Chair and Vice-Chair, one should be a parent of a present pupil at Truro School and one a parent of a present pupil at Truro Prep School.
- No officer shall hold office for longer than 3 years.
- In exceptional circumstances, an Officer may continue in their post for one further year. This must be proposed and voted unanimously by the Committee at the AGM.

7. ANNUAL GENERAL MEETING & COMMITTEE MEETINGS

The Annual General Meeting will be held during the autumn term each year and the Committee meetings will be held at least once a term. The AGM must have 21 days written notification.

At the AGM the following business shall be conducted:

- a) The presentation of the Chair's Report
- b) The presentation and approval of independently inspected accounts for the previous financial year (to 31st August)
- c) The election of the Officers and Committee
- d) Any other business

8. EXTRAORDINARY GENERAL MEETING (EGM)

An Extraordinary General Meeting may be called:

- a) At the discretion of the Committee, stating reasons and agreed by no fewer than seven members
- b) The Secretary shall be required to call such a meeting within seven days of receiving the request
- c) Twenty-one day's written notice will be given to all members stating the purpose for which the meeting is called.

9. FINANCIAL YEAR

The financial year will commence on the 1st September each year.

10. FUNDS

All funds raised by the FTS shall be for the benefit of Truro School & Truro Prep School and shall be allocated at the discretion of the Committee, by agreement with the School.

The FTS is a non-charitable organisation. The FTS Committee will determine FTS fundraising and expenditure. This shall be for the Schools as a whole, or specific groups of the Schools. It shall not be the practice of the FTS to fund facilities or items for education to individuals exclusively. Where funds are to be spent on a specific group or facility, the Committee must declare any interests and be wholly transparent.

Charitable activities and fundraising are led by the Schools and not the remit/responsibility of the FTS.

- Bank accounts will be operated in the name of the FTS and withdrawals shall be made by any two Officers of the authorised signatories.
- The Treasurer shall be responsible for keeping accounts of all income and expenditure and shall present a Financial Report at all Committee meetings.
- The Treasurer shall present the previous year's accounts, independently inspected, for approval of the members of the AGM.

11. CONSTITUTION

No alterations to this Constitution may be made except at the AGM or an EGM called for this purpose. Alterations to the Constitution must be approved by a majority of the members present and voting at the AGM or an EGM.

12. DISSOLUTION

The FTS may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the consent of a majority of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying outstanding debts and liabilities.

These assets shall not be distributed among members of the FTS but will be given to the Schools for the benefit of the children of the Schools, or in the event of a School closure, to the School to which the majority of the children will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision, then the assets can be given to some other educational charitable purpose.

13. FTS COMMUNICATION

All FTS news will be communicated by the FTS Officers via the weekly Truro School and Truro Prep School bulletins, and/or other appropriate channels.

14. OTHER MATTERS

The FTS shall be non-party political and non-sectarian.

- a) Any matters not provided for in the Constitution and concerning the organisation and activities of the FTS, shall be dealt with by the Committee whose decision shall be final.
- b) The FTS is included in the School's Public Liability Insurance to cover its normal meetings, activities, Officers and Committee whilst engaged on the 'School's Business'. In the unlikely event of an activity not being covered by this (such as an event for pleasure with no fund-raising element or entering teams in a local sports league) or if Personal Accident cover is required, it would be necessary to take out separate insurance.
- c) The FTS have no executive powers in the administration of Truro School & Truro Prep School. In any case of conflicting interest, the decision of the Heads is final.