

James Allen's Girls' School (Senior School) Parents' Association

Constitution and Rules

NAME

The name of the association will be the James Allen's Girls' School (Senior School) Parents' Association ('the JPA').

OBJECTIVE

1. Equally:
 - (a) to support and enhance pupils' experience at James Allen's Girls' School ('the School');
 - (b) to promote good relations, co-operation and foster communications between/among parents, pupils and the School;
 - (c) to support the School's Board of Governors, Headmistress and staff of the Senior School, as required;
 - (d) to participate in fundraising for School projects and to provide financial and other help to the School and/or its associated charities;
 - (e) to contribute to the overall welfare, happiness and success of the School.
2. The JPA will be non party political and non sectarian and will not be used as a lobby group in matters relating to discipline, organisation, curriculum or other internal affairs of the School.
3. While the JPA may take an interest in issues which affect the School as a whole, it will not become involved in matters of educational or School policy.

MEMBERSHIP

4. Any parent or guardian of a pupil of the School will automatically be a 'parent member' of the JPA, for the duration of their child's attendance at the School.
5. The Headmistress of James Allen's Girls' School will be the President of the JPA and take the Chair at the Annual General Meeting. She will be eligible to attend all Committee and other meetings, and be entitled to a casting vote where there is an equality of votes.

CLASS REPRESENTATIVES

6. A leaflet outlining the activities of the JPA and detailing how parents may become involved in the JPA (i.e. through committee membership and/or as Class Representative) will be sent to all parents at the beginning of the Autumn term. Those leaflets will also be circulated to new parents at the Year 7 Information Evening.
7. No limits will be placed on the number of Class Representatives for each year group.
8. The Class Representative role is open to any parent member. Any expressions of interest in the role will be made known to the Chair and the Committee may solicit expressions of interest. Normally, in the event that more than two Class Representatives in a year group wish to be appointed to membership of the Committee, the decision as to who is appointed will be a matter for the Class Representatives in that year group.
9. Subject to Clause 24, on production of the relevant invoices, expenses incurred by Class Representatives in respect of approved class activities they have organised will be refunded.

COMMITTEE COMPOSITION

10. Parent members will meet together annually in the first half of the Autumn Term at the Annual General Meeting. At this first meeting of the academic year, the Chair, Deputy Chair, Secretary and Treasurer and Committee of the JPA for the ensuing year will be elected. Where a vote is necessary, each member present at the meeting will have one vote. In the event of a tie, the President will have the casting vote.
11. Membership of the Committee will be for an initial period of two years. This may be followed by a further two year period. No person will normally serve in the same office (Chair, Deputy Chair, Secretary, or Treasurer) for more than three consecutive years. Officers and Committee members are eligible for re-election to any office and Committee membership after an interval of one year. For the avoidance of doubt, any member of the Committee will resign their position on their child leaving the School.
12. Committee membership may comprise Class Representatives and/or non-Class Representatives to a maximum of fifteen members, with normally no more than two Class Representatives from each year group.

13. Subject to Clause 12, the Committee will be responsible for soliciting additional members to the Committee.
14. Regular meetings of the Committee will be held during the school year at such time and place as the Committee may determine.
15. Committee members are expected to attend meetings. Members who fail to attend three consecutive meetings without reasonable cause will be deemed to have resigned from the Committee. The vacancy will be advertised to the Class Representatives of that particular year group and a replacement appointed in accordance with Clause 13.
16. The President has the power of veto in the event of the JPA making any proposal or suggesting any course of action that the President in her sole discretion deems to be against the best interests of the School and/or its pupils.
17. The Treasurer is responsible for keeping account of all income and expenditure, and will publicise the accounts and make the books available for inspection, at least annually. Bank accounts will be operated in the name of the JPA and withdrawals will be made on the signatures of any two of the Chair, Deputy Chair, Secretary or Treasurer.
18. The quorum necessary for the transaction of business will be six and the President or her nominee. If a nominee has been appointed, that nominee will have the full powers of the President as if the President were present.
19. A duly convened meeting of the Committee at which a quorum is present will be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee, including making changes to the Constitution and taking decision of a financial nature.
20. The JPA will be automatically wound up if the School ceases to trade or, if subject to the quorum rules in Clause 19, a proposal to wind up the JPA is passed by a simple majority of those present and voting.
21. Any funds held by the JPA at the time of its winding up will be paid to a children's charity within the London Borough of Southwark in accordance with the School's charitable scheme if the School has ceased to trade.

ACTIVITIES

22. The JPA will, in consultation and with the agreement of the President, organise social events for the benefit of and/or the promotion of good relations between parents, pupils, staff and friends of the School.

23. Functions organised by the JPA, will be open to all parent members, staff and friends.
24. When acting on behalf of the School, any necessary funding for social activities will be supplied by the School. All such activities will be budgeted so as to avoid a loss.
25. The JPA may also, from time to time, organise fund-raising activities, intended to benefit the School or the School's chosen charity/charities.