



Friends of St Leonard's, Blunsdon (PTFA)

Terms of reference and membership

Our Charitable Objectives

To advance the education of pupils in the academy in particular by:

1. Developing effective relationships between the staff, parents and others associated with the academy.
2. Engaging in activities or providing facilities or equipment which support the academy and advance the education of the pupils.

By fundraising we aim to enrich the education of all pupils by providing equipment and materials to enhance the building and facilities of the academy.

The Association will have 5 registered trustees who ensure the association will be non-political.

The Committee:

1. All academy staff, governors and parents of pupils in the academy will automatically be members of the association without subscription and in the vested interest in enhancing the school for all pupils.
2. Friends of the academy will form part of the association by invitation and agreement with all trustees.
3. The following officers for the Committee will be elected annually at the AGM:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer

- Assistant Treasurer
- Communications Link

4. The Chair and Vice-Chair will serve for no more than three consecutive years in that capacity on the Committee unless uncontested.

5. A member of the Committee shall forfeit his/her seat on the Committee, where that member fails to attend three or more consecutive meetings without reasonable cause or excuse.

6. The Committee shall resolve that the member of the Committee office be vacated on the ground that the Member has so conducted himself/herself as to bring the Academy or Friends of St Leonards, Blunsdon into disrepute.

Provided that before passing any such Resolution the Committee shall give the Member concerned the right to be heard and to state any case in writing to it.

7. Five members of the Committee, including the chair (or vice-chair in the absence of the Chair) and one teacher shall constitute a quorum for the committee.

8. Committee meetings shall be held at least once per term, at such times that are suitable for most members of the Association and allows equal participation by all. Minutes of meetings will be shared during a follow up meeting at the school with the Head Teacher.

9. The Annual General Meeting shall be held in the Spring term of each year. It will be presided by the Chair (or Vice-Chair in the absence of the Chair). The Annual Financial Report will be presented along with the evaluation of past events and their performance.

In furtherance of the objects, the Committee may exercise the following powers:

1. To provide or assist in the provision of facilities at the academy in consultation with the Headteacher.
2. To raise, invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.

3. To buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
4. To obtain consents required by law to sell, lease or dispose of all or any part of the property of the PTFA.
5. To cooperate with relevant charities, voluntary bodies and statutory authorities in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them.
6. To establish or support any charitable trust, associations or institutions formed for all or any of the objects.
7. To insure members against personal liability to third parties arising from acts properly undertaken in the administration of the Association and its activities.
8. It is not appropriate for any member to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following academy guidelines. Academy management/operational procedures; curriculum or timetabling; staff selection and appointment; academy hours or holidays and management of budget all fall outside the remit. This is the remit of Academy leaders, Academy Council and the Blue Kite Trust.
9. The Friends of St Leonard's, Blunsdon, will have a page on the school website . This page is to positively advertise & communicate Friends of St Leonard's, Blunsdon events and will be governed by the named communication link and the Head teacher. The school communication vehicle, Parentmail, will also be used to communicate events.

Funds

1. Funds raised by the Association will be held in the Friends of St Leonard's, Blunsdon Account.
2. Withdrawals shall be made in the name of the Association on the signatures of the Treasurer or Assistant Treasurer and the Chair. (Signatories)
3. The Treasurer shall keep an account of all income and expenditure and shall share the Annual Financial Report at the AGM.
4. The PTFA is not a registered charity due to our gross annual income being under £5000.

5. It is not expected that we maintain complicated accounting records. It will be sufficient to hold a cashbook with suitable main accounting headings. This will allow a records of receipts and payments to be analysed under various headings. The annual accounts will be presented showing the summary of events and their performance, showing the cash position at the end of the year.

6. If the Association folds through lack of interest, mismanagement or any other reason, then any money remaining in the Association's bank account shall be transferred to the School Fund, for the Headteacher to use for the benefit of the academy and its pupils.

6. 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 any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the academy for the benefit of the children of the academy or, in the event of an academy closure, to the Blue Kite Trust, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to St Leonard's Church, Blunsdon.

In order for the Friends of St Leonard's, Blunsdon to function successfully it is essential that all members agree to follow these conduct guidelines while acting in association with the Friends of St Leonard's, Blunsdon.

Conduct Guidelines

- All work done on behalf of the Friends of St Leonard's, Blunsdon is voluntary and is done for no personal gain.
- All members will act in the best interest of the Friends of St Leonard's, Blunsdon, and the academy.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. Any matters relating to the academy, should be directed to the academy office.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the

wider membership, however the committee's decision is final.

- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the Academy and personal property.
- All paperwork and assets relating to the Friends of St Leonard's, Blunsdon are the property of the Friends of St Leonard's, Blunsdon and the academy and not that of the individual. When leaving the Friends of St Leonard's, Blunsdon a member should return any relevant paperwork or assets to the Friends of St Leonard's, Blunsdon, or if dissolved for any reason, the Academy leaders.
- Should it be deemed by the committee or trustees that any member has disregarded these conduct guidelines or their actions have brought the Friends of St Leonard's, Blunsdon or the academy into disrepute, the committee has the right to exclude that member from future involvement.

Signed:

Chair: (Name) _____

Vice Chair: (Name) _____

Treasurer: (Name) _____

Secretary: (Name) _____

Headteacher(Name) _____

(represented at times by a member of school staff):

Presented at AGMs: 28th April 2025 to be reviewed following newly elected committee members at AGM in 2026