



ASTON SCHOOL PARENTS' ASSOCIATION

CONSTITUTION

15/09/2026

1. Association Details

- a. The name of the Association is Aston School Parents Association.
- b. The Association is a Parent, Teacher and Friends Association.
- c. The school is Aston on Trent Primary School, Long Croft, Aston on Trent, DE72 2UH.

2. Purposes

The object of the Association is to advance the education of pupils at the School, in particular by:

- a. developing effective relationships between the staff, parents, carers and others associated with the School; and
- b. engaging in activities, or providing facilities or equipment, which support the School and advance the education and experience of the pupils.

3. Membership

Membership consists of:

- a. the parents, guardians or carers of any pupil currently attending the School;
- b. teaching and non-teaching staff currently employed by the School; and
- c. any person over the age of 18 wishing to offer appropriate support or help to the School and who is accepted by the Committee as a Member.

3.1 Membership is terminated if:

- a. the Member dies;
- b. resigns by written notice to the Association, or
- c. is excluded by the Committee for good reason. Exclusion may include circumstances where the Member's presence at, or support of, the School is deemed to be a danger to the School, its pupils or staff, or might bring the Association into disrepute. Removal is not effective until the Member has been notified in writing of the proposal, given 14 clear days to

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respond, and the matter has been considered in light of any representations made.

3.2 Members are entitled to reimbursement of reasonable out-of-pocket expenses properly incurred in the administration of the Association.

4. Committee and trustees

- 4.1 The management of the Association is vested in a Committee.
- 4.2 The officers of the Association are the Chair, Honorary Secretary and Honorary Treasurer. These officers form the Committee, are charity trustees and have control of the Association, its property and funds.
- 4.3 The Committee may also appoint a Vice Chair, Media Officer or other role holders as required. The Committee must decide whether any such role holder is a voting Committee Member and trustee, and record that decision in the minutes.
- 4.4 The Committee may co-opt Committee Members at any time. Co-opted Committee Members serve until the next AGM. The number of co-opted Committee Members must not exceed 50% of the total number of Committee Members.
- 4.5 Committee Members are elected at the AGM and hold office until the next AGM. All Committee Members, except those who are co-opted, must be Members of the Association.
- 4.6 Nominations for election to the Committee may be made by any Member of the Association and seconded by another. Nominations must have the consent of the nominee and should be made in writing to the Chair before the election process is completed. If no nominations, or an insufficient number of nominations, are received before the AGM, Members present may nominate a person with their consent and that person may be appointed by a majority vote of those present.

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- 4.7 A Committee Member ceases to be a Committee Member if they are disqualified from acting as a charity trustee, become incapable of acting, are absent from three consecutive committee meetings without prior notification to the Secretary, cease to be a Member of the Association, resign by written notice to the Committee where at least two Committee Members remain in office, or are removed by a majority resolution of the other Committee Members after being given 14 clear days to respond.
- 4.8 A retiring Committee Member is entitled to an indemnity from the continuing Committee Members at the expense of the Association in respect of liabilities properly incurred while they held office.

5. Powers

The Committee has the following powers, which may be exercised only in promoting the Purposes of the Association:

- a. to provide advice, publish or distribute information, and consult parents on their views;
- b. to co-operate with other bodies;
- c. to raise funds, but not by means of permanent trading;
- d. to acquire or hire property of any kind;
- e. to make grants or loans of money and to give guarantees;
- f. to set aside funds for special Purposes or as reserves against future expenditure;
- g. to deposit or invest funds in any lawful manner, after obtaining appropriate financial advice where required;
- h. to take out insurance to protect the Association, its property, activities, Committee Members and volunteers;
- i. to employ paid or unpaid agents, staff or advisers;
- j. to enter into contracts to provide or receive services;
- k. to obtain and pay for goods and services necessary for carrying out the work of the Association;
- l. to open and operate bank and other accounts; and
- m. to do anything else within the law that promotes the Purposes of the Association, provided that the Committee must not undertake any activity on School premises without the consent of the Headteacher.

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6. General Meetings

- 6.1 All Members are entitled to attend any Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) of the Association (together, “General Meetings”. General Meetings may be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the Committee, provided that each participant can see and hear all other participants and the meeting complies with the rules on chairing, minutes and quorum.
- 6.2 All General Meetings are called by giving Members at least 21 clear days’ written notice. The notice must specify the date, time and location or joining details of the meeting and give an overview of the agenda.
- 6.3 There is a quorum at a General Meeting when the total number of Members present, including Committee Members, is at least twice the number of Committee Members in office at the start of the meeting, except where this constitution provides otherwise.
- 6.4 The Chair, or if the Chair is unable or unwilling to act, another Committee Member elected by those present, chairs a General Meeting. Except where this constitution provides otherwise, every issue at a General Meeting is decided by a simple majority of the votes cast by Members present. Every Member present has one vote. The Chair of the meeting has a second or casting vote where the vote is tied.
- 6.5 The Association must hold its first General Meeting within 12 Months of the adoption of this constitution. Thereafter, an AGM must be held each Year, usually in the Autumn Term, and not more than 15 Months may elapse between successive AGMs.
- 6.6 At an AGM the Members:
- receive the accounts for the previous financial year;
 - receive the report of the Committee on the Association’s activities since the previous AGM;
 - elect Committee Members;
 - appoint an independent examiner or auditor if required; and
 - discuss and determine any issues of policy or other business properly put before them.

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- 6.7 An Extraordinary General Meeting (EGM) may be called by the Committee or by written request from at least 10 Members of the Association. Where such a request is received, the Committee must call the meeting within 21 days and the meeting must take place within three Months of the request being received.

7. Committee Meetings

- 7.1 The Committee must hold at least three meetings every academic year. Committee meetings may be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the Committee, provided that each participant can see and hear all other participants and the meeting complies with the rules on chairing, minutes and quorum.
- 7.2 A quorum at a committee meeting is 50% of the total number of Committee Members, rounded up to the nearest whole number, where there are three or more Committee Members in post. Where there are only two Committee Members in post, both must be present for the meeting to be quorate.
- 7.3 The Chair, or if the Chair is unable or unwilling to act, another Committee Member chosen by those present, chairs each committee meeting. Every Committee Member has one vote on each issue. Decisions are made by simple majority. The Chair of the meeting has a second or casting vote where the vote is tied.
- 7.4 A written resolution, including by email, signed or confirmed by all Committee Members is as valid as a resolution passed at a committee meeting. The resolution may be contained in more than one document and is treated as passed on the date of the last signature or confirmation.
- 7.5 Members are welcome to attend committee meetings to support and contribute to the activities of the Association.

8. Delegation and Rules

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- 8.1 The Committee may delegate functions to sub-Committees. Each sub-Committee must consist of two or more people appointed by the Committee and at least one Member of every sub-Committee must be a Committee Member. All sub-Committee proceedings must be promptly reported to the Committee.
- 8.2 The Committee may make rules consistent with this constitution about Committee and sub-Committee proceedings, general meetings, bank accounts, the management of funds and the general running of the Association.

9. Property and Funds

- 9.1 The property and funds of the Association must only be used to fulfil the Purposes set out in clause 2.
- 9.2 The Honorary Treasurer is responsible for keeping proper accounts of all income and expenditure, presenting a financial report to committee meetings, and presenting the accounts to Members at the AGM.
- 9.3 Bank accounts must be operated in the name of the Association. Funding of resources or activities must be approved by any two Committee Members of the Association, or in accordance with any other written financial controls approved by the Committee and consistent with charity law. Payment for out-of-pocket expenses may be submitted by Members to the Honorary Treasurer for review and payment, except in the case of where such payment is required to be made to the Honorary Treasurer, in which case another Committee Member must approve the payment via email, the committee WhatsApp Group or at a committee meeting, before it is made.
- 9.4 The financial year of the Association starts on 1 September.
- 9.5 A Committee Member may enter into a contract with the Association for the provision of goods or services, but not employment, only where the maximum amount is set out in writing, the amount is reasonable, the Committee is satisfied that the agreement is in the interests of the Association, and the Committee Members entitled to remuneration are in the minority.

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- 9.6 Whenever a Committee Member has a personal interest in a matter to be discussed at a meeting, they must declare the interest before discussion begins, withdraw from that part of the meeting unless invited to remain to provide information, not be counted in the quorum for that part of the meeting, and withdraw during the vote without voting on the matter.

10. Records and Accounts

- 10.1 The Committee must comply with the Charities Act 2011, or any substantial re-enactment, as to the keeping of financial records, the audit or independent examination of accounts, and the preparation and submission to the Charity Commission of annual reports, annual returns and annual statements of account.
- 10.2 The Committee must keep proper records of all proceedings at general meetings, all proceedings at committee meetings, and all reports of sub-Committees. Annual reports and statements of account must be made available for inspection by any Member of the Association.
- 10.3 The Committee must notify the Charity Commission promptly of any changes to the Association's entry on the Register of Charities.

11. Notices

- 11.1 Notice of any general meeting may be sent by hand, post, suitable electronic communication or any newsletter distributed by the Association to its Members. Notification by hand may include distribution to parents, guardians and carers via their children, with or without other communications from the School.
- 11.2 The address at which a Member is entitled to receive notices, if sent by post, is the last known address of the Member. A technical defect in giving notice, which the Members or Committee Members are unaware of at the time, does not invalidate decisions taken at a general meeting.

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12. Amendments

- 12.1 This constitution may be amended at a General Meeting of the Association by a two-thirds majority of the votes cast, provided that Members have been given at least 21 clear days' notice of the proposed amendments.
- 12.2 No amendment is valid if it would make a fundamental change to the Association's charitable Purposes, destroy the charitable status of the Association, or amend clause 9 (Property and Funds) without the prior written consent of the Charity Commission where such consent is required by law.
- 12.3 A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of being passed, where required.

13. Dissolution

- 13.1 The Association may be dissolved by a resolution presented at an AGM or extraordinary general meeting where dissolution is included in the notice of the meeting. The resolution must be passed by at least two-thirds of those voting and must give instructions for the disposal of any assets remaining after the outstanding debts and liabilities of the Association have been paid.
- 13.2 The net assets must not be distributed among the Members of the Association. They must be given to the School for the benefit of the pupils. If the School has closed, the assets may be given to the school to which the majority of pupils of the closing School transfer, or to another neighbouring school or schools selected by the Committee, provided that the use is exclusively charitable.
- 13.3 If it is not possible to dispose of assets in that way, the assets may be given to another charitable cause within the Purposes of the Association. The Committee must notify the Charity Commission promptly that the Association has been dissolved and comply with any request from the Charity Commission, including providing final accounts.

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14. Interpretation

Words in this constitution have the following meanings:

- “AGM” means an Annual General Meeting;
- “Association” means Aston School Parents’ Association
- “Chair” means the Chair of the Association elected at the AGM;
- “Charity Commission” means the Charity Commission for England and Wales;
- “clear day” means 24 hours from midnight following the relevant triggering event;
- “Committee” means the governing body of the Association and includes all elected and co-opted Committee Members;
- “Committee Member” means a Member of the Committee and charity trustee;
- “EGM” means an extraordinary general meeting;
- “General Meeting” means an AGM or EGM;
- “Headteacher” means the Headteacher, executive Headteacher or principal of the School;
- “Member” means a Member of the Association under clause 3;
- “Month” means calendar month;
- “Purposes” means the charitable Purposes set out in clause 2;
- “School” means Aston on Trent Primary School;
- “written” or “in writing” includes a legible document on paper and suitable electronic communication; and
- “Year” means calendar year unless otherwise specified.

References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Approved at the Annual General Meeting on Tuesday 15th September 2026, by all 13 members present at the meeting, and documented in the minutes of the AGM

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