



THE ASHLYNS SCHOOL ASSOCIATION CONSTITUTION

1. OBJECTIVES

The objective of the ASA is to support Ashlyns School, Chesham Road, Berkhamsted, Hertfordshire HP4 3AH – hereafter referred to as The School by:

- 1.1. Engaging in activities which support the school's aims and to further advance and enrich the education of the pupils attending it
- 1.2. Engaging and encouraging the whole parent / guardian / carer and local community in the support and development of the school
- 1.3. Raising funds for items, events, or suchlike which are not provided by statutory school funding around the key themes such as Sports, Arts, Technology, Science, Languages and Inclusion

3.1 ASA Members

- 3.1.1 Parents or guardians / carers of all pupils of the school and all members of the school staff are ASA members.
- 3.1.2 Any person over the age of 18 wishing to offer appropriate support or help to the school, providing they are approved by a meeting of ASA members, can become an ASA member.
- 3.1.3 ASA members are welcome and encouraged to attend all ASA meetings.
- 3.1.4 There shall be no subscription linked with membership of the ASA or supporting any of the committees, but donations to the funds of the ASA will be welcomed.
- 3.1.5 Any ASA member requiring unescorted access on the school premises shall undergo the school DBS clearance process and approved by School's Business Manager.

3.2 ASA Key Appointments

- 3.2.1 The ASA shall appoint members to the following key roles. These may be undertaken on a shared approach.
 - 3.2.1.1 Chair (Co-Chair)
 - 3.2.1.2 Vice Chair (or Co-Chair)
 - 3.2.1.3 Secretary
 - 3.2.1.4 Treasurer(s)
 - 3.2.1.5 School Premises Representative
 - 3.2.1.6 School Representative(s) as appropriate
- 3.2.2 Other key support to the ASA will be engaged as required:
 - 3.2.2.1.1 ASA Email account / volunteer list management
 - 3.2.2.1.2 Communications / website management
 - 3.2.2.1.3 Marketing management
 - 3.2.2.1.4 Bar Management

- 3.2.2.1.5 Sponsorships and grants
- 3.2.2.1.6 Any other role deemed useful by the ASA

3.2.3 ASA members shall be co-opted as “event leads” when required in order to manage any key events such as the Festival, Craft Fair, Comedy Night, Christmas Tombola, New 2 You uniform sale. These can also be shared roles.

3.3 ASA Volunteers

3.3.1 The ASA shall maintain a list of members who have agreed to be contacted when help is needed in support of organised events or activities. This shall be maintained as a contacts list within the ASA email account. Any ASA member may volunteer to be added to or withdraw from the list at any time.

3.4 ASA Trustees

3.4.1 At least four Trustees shall be appointed to the ASA charity body, to include the Head Teacher and at least three others appointed from the elected ASA post-holders. Ideally this would be the Chair(s), Treasurer(s), and at least one School Representative.

3.5 ASA Honorary President

3.5.1 The Head Teacher of the school shall be the Honorary President of the ASA and as such will also be a Trustee and a member of all committees and sub committees, ex-officio.

2. MEETINGS

2.1. ASA Annual General Meeting (AGM)

- 2.1.1. Shall be held in the Autumn term each year, after giving at least 14 days’ notice in writing to all ASA members via the normal forms of communication.
- 2.1.2. Shall be chaired by the ASA Chair and supported by at least five other ASA members.
- 2.1.3. Shall have the ASA Chair(s), Treasurer(s) and at least one school representative present to constitute a quorum. If the meeting is not quorate then the meeting shall be rescheduled. If the rescheduled meeting does not achieve a quorum, then those present at the meeting shall constitute a quorum.

Note: It is the ASA intention to get the AGM as well attended as possible

- 2.1.4. Any ASA member can submit an item for consideration for inclusion on the agenda with a brief justification via the ASA email account
- 2.1.5. If a vote is equal the chair of the AGM shall have a second casting vote.
- 2.1.6. The AGM will:
 - 2.1.6.1. Review the ASA accounts of the previous year
 - 2.1.6.2. Review the ASA Chair/s report of activities since the previous AGM
 - 2.1.6.3. Elect members to the ASA Key Roles Discuss any issues of Policy
 - 2.1.6.4. Discuss any other business

2.2. ASA Extraordinary General Meeting (EGM)

- 2.2.1. May be called at any time, following a proposal submitted in writing to the ASA Secretary supported by at least eight ASA members. Full details of the proposal shall be circulated to all ASA members with notice of the EGM via the normal forms of communication

2.2.2. Shall be chaired by the ASA Chair and supported by ASA members and must have the proposer in attendance.

2.3. ASA Trustees

2.3.1. Shall formally meet at least annually and shall review:

2.3.1.1. That the requirements of this constitution are being complied with and that implementation of this constitution is sustainable.

2.3.1.2. Any risks and opportunities that might be relevant to the ASA and agree an appropriate action plan.

2.3.1.3. That no liability issues or concerns are arising for the Trustees as detailed in the Trustee Liability Guide.

2.4. ASA Meetings

2.4.1. The ASA shall formally meet at least four times across the academic year.

2.4.1.1. Other meetings may be convened on an as required basis and may have the agenda tailored to meet the demands of the ASA activities at that time.

2.4.1.2. ASA sub committees shall convene meetings as required

2.4.2. The ASA shall:

2.4.2.1. Document all roles with a profile to outline the key requirements

2.4.2.2. Elect members to its Key Roles at any formal ASA Meeting including the AGM. Candidates (with their own consent) may be nominated and seconded before or at the appropriate meeting,

2.4.2.3. Be empowered to set up informal sub-committees as it considers appropriate. Such sub-committees shall also have power to increase its membership in line with the demands of the activities being undertaken.

2.4.2.4. Exercise overall responsibility for directing the activities of the ASA and for agreeing and arranging its programme of events.

2.4.2.5. Maintain minutes and actions from formal meetings to record and manage all activities.

2.4.2.6. Review and agree funding requests from the school and ensure feedback is in place through the ASA Committee School Representative.

2.4.2.7. Ensure a minimum of four members are present at any formal meeting in order to be quorate and allow decisions to be made and actions progressed.

2.4.2.8. Ensure that, should the ASA cease to function for any reason, the current ASA committee will ensure that any remaining funds are made available to the school

2.4.2.9. Actively seek grants, sponsorship and donations

2.4.2.10. Reimburse from the ASA funds reasonable expenses properly incurred by any ASA member acting on behalf of the ASA

2.4.3. The ASA may, for good reason, exclude any person from the membership or from attending any event whose presence at, or support of, the school is deemed a danger to the school, its pupils or staff or might bring the ASA into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and their right to respond within 14 days, and the matter has been considered in light of any representations made

2.4.4. If an elected member is absent from three or more consecutive formal meetings, their position will be reviewed at the next formal meeting

2.4.5. These meeting requirements are minimum for the formal meetings and can be developed as appropriate and additional meetings can be held on an as required basis. The use of

electronic communications i.e., emails, WhatsApp Groups, ZOOM meetings will enable continuity to be maintained.

3. ACCOUNTS

5.1 All funds of the ASA shall be held in an ASA bank account. All payments shall be jointly authorised by two of the designated signatories. These signatories should include, but not be limited to, the chair(s) and the treasurer(s)

5.2 The ASA Treasurer must:

5.2.1 Maintain proper accounting records

5.2.2 Prepare an annual statement of accounts

5.2.3 Submit the annual statement of account to the Charities Commission if and when required after completion of an independent review (audit)

5.3 The ASA financial year end is 31st August.

5.4 The ASA accounts shall be made available for inspection to any ASA member providing they have given at least fourteen days written notice to the Treasurer of such intent and a justification as to why the inspection is required

6 ASA CONSTITUTION

6.1 Alterations and amendments to the Constitution can only be approved at the AGM or EGM.

Proposals for amendments must reach the ASA Secretary 21 days prior to the meeting and must be made available to ASA members 14 days prior to the AGM via the website or email

6.2 Any amendments to the constitution must be approved by at least 60% of the ASA members present at the AGM or EGM.

Last reviewed 30/12/2022

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