

## Westfield Infant School Association (WISA)

1. The name of the association shall be Westfield Infant School Association (WISA) and all parents/carers of pupils at the school, school governors, staff and those members of the community/friends of the school interested in the welfare of the children, shall be considered members of it.
2. The objects of the Association shall be:
  - To advance the education of the pupils of the school by providing and assisting in the provision of facilities for the community of the school (not provided by the Local Authority) and as an ancillary thereto and in furtherance of the object of the Association may:
  - Foster more extended relationships between staff, parents/carers and others associated with the school, and
  - Engage in activities which support the school and advance the education of the pupils attending it.
3. The Association shall be non-political
4. The Headteacher and Governors shall be responsible for the conduct of the school, the curriculum of the school, for its internal organisation, management, discipline and the control and direction of the school staff.
5. The President of the Association shall be the Headteacher of the Headteacher's nominee and shall retain the power to veto any decision which they personally may not support or approve, with the proviso that no expenditure of the Association funds can be undertaken without the majority approval of the members present at the specific meeting.
6. The Annual General Meeting of the Association shall be held at the school every year in the Autumn Term to transact the following business:
  - To receive the reports of the President and the Treasurer
  - To consider and, if approved, sanction any duly made alteration to the rules
  - To elect the executive officers as follows:
    - President – Headteacher or Headteacher's nominee
    - Chairperson
    - Vice-Chairperson
    - Treasurer
    - Secretary
  - To deal with any special matter, and to receive suggestions for consideration by the Association.
7. Meetings are open for all members of the Association to attend, and those attending that specific meeting shall be deemed accordingly to form the Committee.
  - The Committee has power to co-opt as seems necessary
  - The Committee shall meet at intervals as such shall be deemed necessary
  - The Committee may delegate any of their powers to a sub-committee consisting of such members of the Association as they think fit, and any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulation imposed on it by the Committee
  - Ten members of the Association, of which at least one shall be the Headteacher, or the accredited nominee, shall constitute a quorum.

8. The income of the Association, howsoever derived, shall be applied solely towards the promotion of objects of the Association. No remuneration or any other benefits in money or money's worth shall be given by the Association to any member of the committee of management, or any sub-committee appointed by the said committee of management, except payments of out-of-pocket expenses.
9. The money shall be held in the Association's financial account. The Treasurer shall keep an account of all income and expenditure and shall submit accounts for the accounting year which shall end on 1 September each year, duly audited at the AGM. The financial account shall be in the name of the Association on the signatures of the Headteacher and either the Treasurer or Chairperson.
10. An auditor, not a member of the committee, shall be appointed annually by the committee, to audit the accounts and books of the association.
11. No alteration of these rules may be made except at the AGM or a special meeting called for this purpose.
12. Special meetings to alter these rules may only be called by a petition signed by twenty five parents. Such a meeting shall be held within thirty days of the request. The agenda and motions submitted for both AGM and the special meetings shall be circulated to all members.
13. At committee meetings and general meetings the Chairperson, or in his/her absence a substitute proposed by the committee, shall preside and they shall have a casting vote or additional vote in the event of equality of votes.
14. In the case of the Headteacher leaving the school then the succeeding Headteacher or Acting Headteacher shall not be bound to accept the Association against his/her will.
15. The Association shall take out public liability insurance to cover all its meetings and activities.
16. Any matter not provided for in the constitution shall be dealt with by the executive officers whose decision shall be deemed final.
17. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst members of the Association, but will be given to the school for the benefit of the children of the school in any manner which is exclusively charitable by law.
18. Should the school close and dissolution of the Association be inevitable, a decision as to the distribution of any remaining funds will be made at an Extra-ordinary Meeting to which all members of the Association will be invited.

*September 2017*