Colyton Primary Academy Family and Friends Association (the "Association")
Registered Charity Number 1022325

Constitution

Adopted by a special resolution of the Association on 15 September 2025

1. **Association Details**

1.1 The name of the Association is Colyton Primary Academy Family and Friends Association.

1.2 The "School" means Colyton Primary Academy, The Butts, West Street, Colyton, Devon, EX24 6NU.

1.3 The object of the Association is to advance the education of the pupils in the School. In furtherance of this object the Association may:

a. Develop more extended relationships between the staff, parents and others associated with the School;

b. Engage in activities which support and advance the education of the pupils attending it; and

c. Provide and assist in the provision of facilities for education at the school (not normally, provided by the Local Education Authority).

1.4 The Association will be non-political and non-sectarian.

2. **Membership**

2.1 Members of the Association are the parents, guardians or carers of any pupil currently attending the School, teaching and non-teaching staff currently employed by the School and any person over the age of 18 in the local community wishing to offer appropriate support or help to the school and who is accepted by the Committee as a Member.

2.2 Membership automatically ceases:

a. If/when the child in the care of the parent, guardian or carer ceases to attend the School;

b. If the Member dies; or

c. If the Member resigns by written notice to the Association.

2.3 The Committee Members/Trustees may remove a person's Membership if they believe it is in the best interests of the Association. Removal is not effective until the Member concerned has been notified in writing of the proposal and their right to respond within fourteen clear days, and the matter has been considered in light of any representations made.

2.4 The Committee Members/ Trustees may also exclude any person from attending an event whose present at or support of the School is deemed a danger to the School or its pupils or staff or might bring the Association into disrepute.

3. Committee/Trustees

3.1 The Association shall be managed by a committee (the "Committee") who are appointed or re-appointed at each Annual General Meeting (AGM) of the Association to hold office until the next AGM. A person is appointed or re-appointed as a Committee Member by a simple majority of the votes cast at the AGM or any Extraordinary General Meeting.

3.2 All members of the Committee ("Committee Members") are the Trustees of the Association and have control of the Association, its property, and funds.

3.3 All Committee Members must be members of the Association.

3.4 The minimum number of Committee Members is four to include a Chair, Deputy Chair, Treasurer and Secretary.

3.5 Committee Members shall have the power to co-opt additional Committee Members to fill a casual vacancy, who will serve until the date of the next AGM.

3.6 A Member may nominate themselves for election to the Committee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority of those present.

3.7 A Committee Member (whether elected or co-opted) automatically ceases to be a Committee Member if they:

a. Are disqualified under section 178 of the Charities Act 2011 or any substantial re-enactment from acting as a charity trustee;

b. In the written opinion, given to the Association, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
c. Is absent from three consecutive meetings of the Committee without prior notification to the Secretary;
d. Ceases to be a member of the Association;
e. Resign by written notice to the Committee, provided that at least two Committee Members remain in office; or
f. Are removed by a resolution passed by a majority of other Committee Members. Removal is not effective until the Committee Member concerned has been notified in writing of the proposal and their right to respond within fourteen clear days, and the matter has been considered in light of any representations made.

3.8 Committee Members shall not be paid for their role but may be entitled to reimbursement of reasonable out of pocket expenses incurred in the administration of the Association.

3.9 A technical defect in the appointment of a Committee Member of which the Committee is unaware at the time does not invalidate decisions taken at a meeting.

4. Committee Powers

4.1 In order to carry out the objects of the Association, the Committee Members have the power to:
a. Raise funds, receive grants and donations;
b. Apply funds to carry out the work of the Association;
c. Open and operate bank and other accounts as the Committee Members consider necessary;
d. Take out public liability and personal accident insurance to cover Association meetings, activities, Committee Members, to insure the Associations property against any foreseeable risk and take out other insurance policies to protect the Association were required; and
e. Do anything else which is lawful and necessary to achieve the objects, but the Committee shall not undertake any activity in the School premises without the consent of the Headteacher or a member of the School's leadership team.

4.2 The Committee may delegate any functions of the Committee to sub-committees, the Chair or any one Committee Member and may make rules to govern the general running of the Association, including the operation of bank accounts and the

management of funds and levels of expenditure requiring Committee approval. Any sub-committee must report on its proceedings to the Committee promptly and operate within any budget agreed by the Committee.

5. Committee Meetings

5.1 The Committee must hold at least three meetings every academic year. Meetings may be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the Committee Members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking minutes and quorums.

5.2 The quorum for Committee Meetings is two Committee Members to include one of the Chair, Deputy Chair or Treasurer.

5.3 The Chair or, if the Chair is unable or unwilling to do so, some other Committee Member chosen by the Members present is in charge at each Committee meeting.

5.4 Every decision of the Committee may be made by a simple majority of the votes cast. A resolution which is in writing (including by email) and signed by all Committee Members is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature (signature may also mean email confirmation).

5.5 Each Committee Member has one vote on each issue, except the Chair of the meeting who has a second or casting vote.

6. General Meetings

6.1 All Members are entitled to attend any general meeting of the Association. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the Committee Members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking minutes and quorums.

6.2 The Committee shall give Members at least fourteen clear days' notice of all general meetings. The notice should specify the date, time, and location of the general meeting and, if possible, give an overview of the agenda.

6.3 Notice of any general meeting of the Association may be sent by hand, by post, by posters at the School, by suitable electronic communication (including email or posting

on the Association's and/or School's social media accounts) or in any newsletter distributed by the Association or the School to the Association's Members.

6.4 A technical defect in the giving of notice which the Members or Committee Members are unaware of at the time does not invalidate decisions taken at a general meeting.

6.5 The quorum for general meetings is 3 Members to include at least one Committee Member.

6.6 The Chair or, if the Chair is unable or unwilling to do so, some other Committee Member chosen by the Members present is in charge at each general meeting.

6.7 Every Member present is entitled to one vote on each issue, except the Chair of the meeting who has a second or casting vote where a vote is equally divided (tied). Subject to clauses 10 and 11, a simple majority is required to pass each resolution put to a general meeting.

7. Annual General Meeting

7.1 The AGM must be held within 15 months of the previous AGM.

7.2 At an AGM, the Members:

a. Receive the accounts of the Association for the previous financial year;

b. Receive any report of the Committee on the Associations activities since the previous AGM;

c. Appoint or re-appoint the Committee Members, including the Chair, Deputy Chair, Treasurer and Secretary;

d. Appoint an independent examiner or auditor for the Association if this is needed;

e. Discuss and determine any issues of policy or deal with any other business put before them.

8. Special or Extraordinary General Meetings

8.1 A general meeting may be called for special or extraordinary reasons (called an Extraordinary General Meeting or EGM). In addition to being called by Committee Members, these can be called by a group of at least 10 Members of the Association in writing to the Secretary. As a result, the Committee must hold an EGM within a reasonable timescale of receipt of a valid request (taking into account school holidays).

9. Records and Accounts

9.1 The Committee must comply with the requirements of the Charities Act 2011 or any substantial re-enactment as to the keeping of financial records, the audit or examination of accounts and the preparation and transmission to the Charity Commission of any required:

a. Annual reports;

b. Annual returns; and

c. Annual statements of account.

9.2 The Committee must keep proper records of:

a. All proceedings at general meetings;

b. All proceedings at Committee Meetings.

9.3 The financial year of the Association shall commence on 1 September each year unless agreed otherwise by the Committee.

10. Amendments

10.1 No alteration to this Constitution may be made except at the AGM or a special general meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 1.3, 10 or 11 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alternations to the Constitution shall receive the assent of two thirds of the Members present and voting at an AGM or special general meeting.

11. Dissolution

11.1 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 School for the benefit of the children of the School, or in the event of a School closure to the school to which the majority of children of the closing School will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

12. Adoption

This Constitution was adopted at the Annual General Meeting of the Association held on 15 September 2025 at Colyton Primary Academy, The Butts, West Street, Colyton, Devon, EX24 6NU.

LSatterley

Louise Satterley
Chair

K. Tait

Witness name: KATHRYN TAIT
Witness address: BARRITSHAYES, COLYTON, DEVON, EX24 6DU
Witness occupation: BUSINESS OWNER