

EASTFIELD SCHOOL ASSOCIATION ("ESA") CONSTITUTION

2025-2026

1. The name of the Association shall be Eastfield School Association.
2. The objects of the Association are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority) and as an ancillary thereto and in furthermore of this object the Association may:
 - a. foster more extended relationships between the staff, parents and others with the school; and
 - b. 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 Management and control of the Association shall be vested in a Committee which shall consist of the following: -

- 1) Headteacher
- 2) Chairperson
- 3) Vice-chairperson
- 4) Treasurer
- 5) Secretary

Note: The Secretary role can be performed by any other member of the committee if needed.

These officers shall be elected from the Committee at the Annual General Meeting ("AGM") held in the month of October.

Other Committee members shall be drawn from parents, members of teaching staff, members of the school staff and members of the local community.

5. Eight members of the said Committee shall constitute a quorum for meetings

and shall be composed of at least three of the appointed officers.

6. Committee meetings shall be held at least once each half term at such times and places as the Committee shall direct.

7. The AGM of the Association shall be held in October of each year. At the AGM, the Chair shall be taken by the Chairperson, or, in his/her absence, by the Vice-Chairperson of the Committee. Additional meetings shall be held of the subsections of the Association, and these may be in addition to those called by the conveyor from time to time. All members of the Association must be given at least fourteen days' notice of the meeting.

8. All parents of children attending Eastfield School are automatically members of the ESA.

9. Eight members shall constitute a quorum at the AGM.

10. The Committee shall have the power to co-opt additional members as required, and to appoint any sub-committee, and shall prescribe the function of any such sub-committee.

11. Casual vacancies on the Committee may be filled by the Committee by cooption. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.

12. No alteration of the rules may be made except at the AGM or at a special General Meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.

13. The Treasurer shall keep account of all income and expenditure and shall submit accounts at the AGM. The bank account shall be in the name of the

Association and withdrawals shall be made in the name of the Association on the signature of any two of the following: -

- 1) First signature – Chairperson or Treasurer
- 2) Second signature – Headteacher or Secretary

14. The Association will comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

- 1) Trustees' Annual Report – where income is greater than £25,000 per annum
- 2) Annual Return – where income is greater than £10,000 per annum (certain reporting requirements remain below £10,000)
- 3) Annual Accounts - where income is greater than £25,000 per annum

15. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to Eastfield School for the benefit of the children of the school in any manner which is exclusively charitable at law.

16. The Association shall take out Public Liability Insurance to cover all its meetings and activities.

17. That any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final.

18. The Headteacher shall have the ultimate decision on all educational matters.