



St John's Preparatory School

**PARENT LIAISON
COMMITTEE CONSTITUTION**



TABLE OF CONTENTS

1 FORMATION, NAME AND STATUS

1 AIMS AND OBJECTIVES

3 MEMBERSHIP

3 PARENT LIAISON COMMITTEE

4 GENERAL MEETINGS

5 FUNDING AND ACCOUNTS

5 AMENDMENT OF CONSTITUTION

6 DISSOLUTION



1 FORMATION, NAME AND STATUS

There is hereby formed and created the 'St John's Preparatory Parent Liaison Committee' ("the PLC"). The PLC shall be a universitas, a voluntary non-profit body corporate with perpetual succession that shall continue as an entity notwithstanding any changes in the membership of the PLC. The PLC shall hold funds and property distinct from its Members and no Member of the PLC shall have any rights in or to the PLC's property by reason of membership.

2 AIMS AND OBJECTIVES

The Aims and Objectives of the PLC are:

2.1 To act as a central representative body for and on behalf of the larger parent body of St John's Prep (the School).

2.2 To facilitate and encourage communication between the headmaster, the school generally, the parent body of the students at the school and the Board of Governors of the St John's Educational Trust (the Trust) which owns and manages the school.

2.3 To foster a positive collective interest by the parent body towards the running of the school and its activities.

2.4 To assist the Trust and the Headmaster in matters of mutual interest.

2.5 To raise funds in order to support the Trust, the school, the parents and the students through the provision of financial support to the school facilities and events in conjunction with the Headmaster.

2.6 To promote social interaction amongst the parents and the school with a view to improving communication and understanding of school issues relevant to parents.

PROVIDED THAT these aims and objectives in no way diminish or conflict with the authority and responsibility of the Trust and the Headmaster in the running of the school.



3 MEMBERSHIP

3.1 All parents of students enrolled at the school shall be the broader constituent 'members' from which the PLC shall be elected.

3.2 Any member may resign from the PLC or shall automatically cease to be a member when no longer a parent of a current student.

4 PARENT LIAISON COMMITTEE

4.1 The PLC shall consist of no less than ten (10) members elected from the parent members at an Annual General Meeting (AGM) as set out below. In addition, the Headmaster and the Deputy Head shall be members ex officio.

4.2 The office bearers of the PLC shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

4.3 The members of the PLC shall hold office for terms of two years at a time but shall be eligible for re-election.

4.4 Should a member resign or cease to be a member during the year between AGM's, the vacancy may be filled by another member being co-opted on to the PLC and whom shall hold office until the next AGM at which time that member shall stand down, but be eligible for election.

4.5 The quorum for any meeting of the PLC shall be half of the PLC then present.

4.6 The PLC shall:

4.6.1 Be responsible for the day-to-day management and operation of the PLC.



4.6.2 Be presided over by the Chairperson. Should he or she not be present at any meeting, the members present shall elect a chairperson of such meeting and such chairperson shall for that meeting have the usual powers of the chairperson. The Chairperson of the PLC then present, or the chairperson of any meeting shall in all cases of equality of votes have a casting vote in addition to his/her deliberate vote.

4.6.3 Assign or delegate such powers and duties as it may deem fit to any subcommittee.

4.6.4 Meet at least once a term or as required to transact the business of the PLC.

4.6.5 Base decisions on a majority of votes of members present.

4.6.6 Cause to be kept proper minutes of all meetings and general meetings of Members which shall be maintained in a minute book, available for inspection by parent members upon written request to the PLC.

4.6.7 Cause to be kept proper records and books of account with the school of all the PLC's transactions.

4.6.8 Have authority to utilise any school designs or insignia subject to the specific permission of the Headmaster.

4.6.9 Have full power and authority to enter into contracts and to do anything that could or might be done by the PLC with the express written permission of the Headmaster.



5 GENERAL MEETINGS

5.1 The Annual General Meeting of the PLC shall be held no later than four weeks after the start of the first school term each year. At least 14 days' notice of such Annual General Meeting shall be given to all parents and members. This notice shall include the agenda for the meeting.

5.2 The business to be conducted at the Annual General Meeting shall be:

5.2.1 Presentation and consideration of the Chairperson's Annual Report.

5.2.2 Presentation and approval of the Treasurer's Report and the accounts for the previous year.

5.2.3 The election of PLC members.

5.2.4 Any other business that the members may wish to have discussed and which the Chairperson will permit, including a report from the Headmaster.

5.3 Other General Meetings of members of the PLC shall be called by the PLC within 14 days of the receipt of a written requisition from not less than half the PLC Members or on the requisition of 50 parents to determine business specified in the notice.

5.4 Sixty percent of PLC Members present at an Annual General Meeting, General Meeting or Special Meeting of the PLC, or, where the meeting is one at the requisition of parents, 50 parents, shall form a quorum.

5.5 Voting on all questions at an AGM or General Meeting shall be by a show of hands or, if any PLC member so requests, then a secret ballot. Voting shall be based upon a simple majority of parent members present in person. In the case of an equality of votes the Chairperson shall have a second casting vote.



6 FUNDING AND ACCOUNTS

6.1 The Financial Year of the PLC shall be from the 1st January to the 31st December. The accounts will be prepared on an annual basis and presented to members at the Annual General Meeting.

6.2 The PLC shall raise, manage, utilise and administer any funds, resources or assets required to achieve its objectives and also be empowered to source funding for its work from donations. It shall undertake such fundraising activities as may be approved by the Headmaster.

6.3 The PLC may not give or lend any of its money or property to its members or office bearers. A member of the PLC can only get refunded or paid by the PLC for expenses properly incurred for or on behalf of the PLC with the specific approval of the PLC.

6.4 Members or office bearers shall not be liable for any of the obligations and liabilities of the PLC solely by virtue of their status as members or officers of the PLC and shall not be personally liable for any loss suffered by any person as a result of an act or omission which occurs while the office bearer is performing functions for or on behalf of the PLC.

7 AMENDMENT OF CONSTITUTION

7.1 Any proposed amendment to the Constitution shall require the approval of half of the parent Members in an Annual or other General Meeting. Details of any proposed amendments shall be included in the notice convening that Annual or General Meeting. All amendments shall be subject to the approval of the Trust.



8 DISSOLUTION

8.1 The PLC may be dissolved or wound up by a decision of the Members in General Meeting. Any proposed resolution to dissolve or wind up the PLC must be specifically disclosed and set out in any notice of the meeting. Such a decision in General Meeting shall be subject to the specific requirement that 75% percent of Members shall form a quorum for such a resolution.

8.2 Upon dissolution of the PLC all debts of the PLC shall be paid, and any remaining funds shall be donated to any other PLC having similar objectives.



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