



Roman Way Primary School Family School Association (FSA) Constitution

1. Name

The name of the Association shall be the *Roman Way Primary School Family School Association (FSA)*.

2. Aims

The aims of the Association are:

- To strengthen relationships between parents, carers, staff, and the wider school community.
 - To organise fundraising activities to provide additional resources, experiences, and support for the school and its students.
 - To support the educational development and wellbeing of all children at Roman Way Primary School.
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3. Membership

- All family members of pupils currently attending Roman Way Primary School are eligible to become members of the FSA.
 - Membership also includes school staff and invited members of the community.
 - Members are encouraged to attend meetings, contribute to discussions, and participate in events.
 - Members who do not attend three consecutive committee meetings may be moved to a “Friend of the FSA” role and invited to support events on an ad hoc basis.
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4. Officers and Committee

- The Association shall be managed by a committee consisting of at least three officers:
 - **Chair**
 - **Treasurer**
 - **Secretary**
- Additional committee members may be elected to support key functions (e.g. events, communications).

- Officers and committee members shall be elected at the Annual General Meeting (AGM) and hold office until the next AGM.
 - Any member may stand for election, with nominations submitted in advance or taken at the meeting.
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5. Meetings

Annual General Meeting (AGM)

- An AGM shall be held once per academic year to:
 - Receive the Chair's report and Treasurer's financial statement.
 - Elect committee members for the coming year.
 - Discuss any other relevant business.
- Notice of the AGM shall be given at least 14 days in advance.

Committee Meetings

- Committee meetings shall be held regularly (typically once a month).
 - Decisions shall be made by a majority vote. In the event of a tie, the Chair shall have the casting vote.
 - A quorum shall consist of three committee members, including at least one officer.
 - Members who do not attend three consecutive committee meetings may be moved to a "Friend of the FSA" role and invited to support events on an ad hoc basis.
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6. Finance

- All funds raised by or on behalf of the FSA shall be used to support the school in line with the Association's aims.
 - The FSA shall maintain a bank account in the Association's name. Two unrelated committee members shall authorise all payments.
 - The Treasurer shall keep accurate records of income and expenditure and present a financial report at each AGM.
 - The accounts shall be independently reviewed annually.
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7. Code of Conduct

- All members are expected to act respectfully, responsibly, and in the best interests of the school community.

- Members must adhere to safeguarding and confidentiality policies as governed by Roman Way Primary School, particularly when on school premises or handling sensitive matters.
- Those who require a DBS check are responsible for making sure this is in place and up-to-date.
- Conduct that may harm the reputation or functioning of the FSA — whether in person, online, or in informal settings — will be addressed by the committee.

Disciplinary Procedure

- If concerns arise about a member's behaviour, the committee will meet with the individual to understand both perspectives.
- The Chair may issue a formal warning where appropriate.
- If concerns are unresolved, the committee may vote on the member's continued involvement. A majority decision shall determine the outcome.
- The headteacher shall be kept informed of all disciplinary proceedings, including their outcome
- The headteacher may choose to escalate any disciplinary proceedings at their discretion
- Where the disciplinary proceedings are instigated against an FSA committee member ie. Chair, the head teacher may act as chair for these proceedings.

8. Amendments to the Constitution

- Proposals to amend the constitution must be submitted in writing and approved at the AGM (or an Extraordinary General Meeting if necessary).
- Amendments require a two-thirds majority of those present and voting.

9. Dissolution

- If the FSA is to be dissolved, the decision must be made at an AGM or EGM with at least two-thirds of members voting in favour.
- Any remaining funds shall be used to support the school, in consultation with the Headteacher.

Acknowledged by:

Name / Role

Signed

Date
