



## QUEEN'S COLLEGE PREPARATORY SCHOOL PARENTS' CIRCLE CONSTITUTION

### AIMS OF THE PARENTS' CIRCLE

1. To engage in activities which support and advance the welfare and education of the girls attending the school.
2. Welcome new parents to the school.
3. To contribute to building an inclusive parent body through social events.
4. Offer the opportunity for all parents to be involved and to offer help in any way they can.
5. Raise money for Charity and for the school in ways that are compatible with the ethos of QCPS. Funds raised by the Parents' Circle (PC) will normally be donated to the school to pay for activities, equipment or other resources that improve the girls' experience at school and which would not normally be provided from core school funds.
6. To help further the interests of and promote Queen's College Preparatory School in the local community.

### MEMBERSHIP

The Parents' Circle will consist of:

#### Parents' Circle Committee

A chairperson

Vice-chair

Secretary

Treasurer

#### General Members

Headmistress

1 Class Representative per class

All parents/guardians of girls currently attending the school

Anyone wishing to offer appropriate support or help to the school and whom the Committee accepts as a member.

## **ORGANISATION**

1. Meetings will be held regularly to encourage open communication, discuss matters of interest and bring ideas to a wider group of parents for consideration.
2. The Committee Members shall normally be in office for one academic year. They are, however, eligible to be re-elected for further terms of office and for other roles on the PC.
3. General members shall be encouraged to join the committee at each AGM.
4. The AGM is to be held in the Summer Term to allow a hand over period.

## **ROLES OF COMMITTEE MEMBERS**

### General

1. To promote a positive impression of the school at all times.
2. To undertake activities on the school premises with the consent of the Headmistress.
3. To make every effort to attend the Parents' Circle meetings.

### Election and resignation

1. To be elected after nomination and seconding by any two members of the PC.
2. Terms of office:
  - a. Committee Members to be in office for 1 academic year after election at the AGM, with the option to be re-elected for a further year at the AGM.
  - b. Class Representatives to be in office for 2 academic years after election at the AGM, with the option to be re-elected for a further year at the AGM.
3. Committee Members can resign by written notice to the Committee but only if at least two committee officers remain in office.

### Role of Chairperson

1. To attend all PC meetings.
2. To lead all PC meetings according to the ethos of QCPS.
3. To ensure tolerance and respect for the individual is observed at meetings with all ideas taken seriously and discussed.
4. To draw up the Agenda for each meeting.
5. To act as contact between the Registrar and the Class Representatives with regard to new parents.
6. To generate termly newsletter content.
7. To prepare and deliver a Chair's report at the AGM.

### Role of Vice-chair

1. As for Chair-person and deputise for Chair where necessary.

### Role of Secretary

1. To circulate agendas from the Chairperson to all PC members.

2. To take minutes of PC meetings and, after approval from Parents' Circle members who were in attendance, circulate to all PC members.
3. To liaise with the PA to the Headmistress, the Assistant Head (Pastoral) and the catering manager with regard to Parents' Circle event dates and meetings.

#### Role of Treasurer

1. To organise floats for PC events.
2. To deposit funds for the PC account with the School Office Secretary.
3. To ensure that PC funds are used to fulfill the Aims of the PC.
4. To keep a proper account of all monies relating to the PC and present a report of all expenditure at the AGM.

#### The Role of the Class Representatives

1. Make personal contact with the new parents in their class.
2. Organise social events for the parents within their class.
3. Attend Parent's Circle meetings in order to be able to inform parents of Parents' Circle activities and volunteering opportunities.
4. Assist with the organisation of whole school Parents' Circle events.
5. The Class Representative shall normally be in office for two academic years, with the option to be re-elected at the AGM.

#### **COMMITTEE MEETINGS**

In order for items to be passed ideally a quorum of 6 is needed, one of which should be a Committee Member and two who should be General Parents' Circle members. If insufficient numbers present then a quorum of 4, with 2 being Committee Members, would be the minimum needed to pass any item.

#### **AGMs and EGMs**

1. The AGM shall be held in June of each year.
2. Not less than 14 days notice should be given.
3. Business shall include
  - a. Reports on all activities and the finances of the Parents' Circle.
  - b. Election of Committee Members and Class Representatives as required.
  - c. Nominations for Committee members and Class Representatives will remain open until the AGM and may be taken from the floor of the meeting.
  - d. Consideration of any other business either given to the Secretary prior to the meeting or at the beginning of the AGM itself.
4. A quorum shall be 14 members which includes all Committee Members and 50% of Class Representatives.
5. An Extraordinary meeting (EGM) may be called at any time by the Parents' Circle or within 21 days upon the written request to the Parents' Circle by not less than 10 parent members.

6. Minutes should be taken by the Secretary, where possible, or an alternative Committee Member where necessary.

### **ALTERATIONS TO THE CONSTITUTION**

This Constitution can only be altered at an AGM or EGM and must be approved by at least 2/3 of the votes of the members present. Notice of a proposal to alter the Constitution must be given at least 14 days prior to the date of the meeting in writing to the Parents' Circle Committee members specifying the proposed alteration and shall be included in the circulated Agenda.

### **DISSOLUTION**

Should at any time, for any reason the Parents' Circle decide upon its own dissolution, the books, minutes, accounts and monies of the Parents' Circle shall be handed over to the Headmistress to be used for the benefit of the school.

### **SUGGESTED PC ACTIVITIES/RESPONSIBILITIES**

Points 1-6 are general Parents' Circle activities, Point 7 contains a list of 'extra' activities that have taken place in the last 2 years which the last two committees have found successful but which can be carried on at the discretion of the committee in office.

1. The PC Committee and Class Representatives select charities to be supported during the academic year by providing a shortlist at the beginning of the Michaelmas Term from suggestions put forward by the whole parent body. The final two charities, one local and one national/international, are selected by the girls after a vote organised by the Charity Prefects.
2. To host a 'Parents' Circle Party for New Parents' in the Michaelmas Term.
3. To organise the 'Michaelmas Fair' in the Michaelmas Term.
4. To offer second hand uniform for sale periodically during the academic year.
5. Have a presence at Open Mornings when requested by the Headmistress.
6. Produce a submission to the newsletter, once a term, detailing Parents' Circle events and successes.
7. Great Queen's Bake Off, Cake Sale, Summer Fun Day, Quiz Nights.

**Adopted XXXX 2017.**