

FRIENDS OF ST PETER'S CONSTITUTION

Adopted on: 13th November 2025 at inaugural meeting
Version: 1.0

1. Name

The organisation shall be known as Friends of St Peter's (hereafter referred to as the "Friends").

2. Aims and Purpose

2.1 The aims of the Friends are:

- To promote the success, well-being and advancement of St Peter's School, Kettering ("the School").
- To develop strong links between parents, pupils, staff, alumni, and the wider community.
- To organise social, fundraising and community activities for the benefit of pupils and the School.
- To encourage a sense of community, belonging and partnership between home and school.

2.2 The Friends is an independent volunteer organisation whose sole purpose is to support the School. Neither the Committee nor the members of the Friends shall have any right or authority to take part in the administration, management, governance, financial decisions or operational running of the School.

2.3 All profits and funds raised by the Friends shall be donated solely and exclusively to St Peter's School to support its aims, projects, equipment needs, enrichment activities or other areas agreed with the Headteacher.

3. Powers

To further the aims described above, the Friends may:

- a) Organise fundraising events and activities;
- b) Raise money and receive donations;
- c) Open and operate a bank account in the Friends's name;
- d) Make donations or purchases for the School following Committee approval;
- e) Work with School staff to coordinate events (without influencing school policy or management);
- f) Publicise and promote the Friends's work.

4. Membership

4.1 Membership is automatic, voluntary and open to:

- All current parents and guardians of pupils at St Peter's School;
- Family members of pupils;
- Staff of the School;
- Former parents, alumni, governors, neighbours, and friends associated with the School.

4.2 There is no membership fee unless agreed by a majority vote at an Annual General Meeting (AGM).

4.3 Members must uphold the values and aims of the Friends and comply with this Constitution.

5. The Committee

5.1 The management of the Friends shall be entrusted to a Committee.

5.2 The Committee shall consist of:

- Chair
- Secretary (this role may be shared or delegated per event)
- Treasurer (this role may be shared)
- Additional Committee members as required

5.3 Ex-officio members:

- The Headteacher of St Peter's School
 - The Bursar of St Peter's School
- (Ex-officio members are non-voting unless the Committee agrees otherwise.)

5.4 All Officers must be elected members of the Friends.

5.5 The Chair, Secretary and Treasurer shall be elected each year at the Annual General Meeting.

6. Duties of Officers

6.1 Chair

- Provide leadership for the Friends.
- Chair all meetings or appoint a deputy when needed.
- Act as the primary link between the Friends and the School.
- Oversee the planning and delivery of events.

6.2 Secretary

- Manage communications, agendas and minutes.
- Maintain accurate meeting records.
- Circulate documentation to members and the School.

6.3 Treasurer

- Operate the Friends's bank account.
- Maintain accurate financial records.
- Produce termly Profit & Loss statements for the Committee and School.
- Produce an annual financial report for the AGM.
- Ensure all spending aligns with the Constitution and has Committee approval.

6.4 Ex-Officio Members

- Provide guidance and ensure alignment with School policies.
- Cannot be Officers but may advise, attend all meetings and contribute to discussions.

7. Meetings

7.1 Committee Meetings

- The Committee shall meet at least once per term.
- Meetings may be open to all members or closed to the Committee only, depending on the agenda.
- Minutes must be recorded and made available on request.

7.2 Quorum

- A minimum of three Committee members (including at least one Officer) shall constitute a quorum.
- No decisions may be made without a quorum.

7.3 Voting

- Decisions shall be made by simple majority vote of those present.
- In the event of a tie, the Chair shall have the casting vote.

8. Annual General Meeting (AGM)

8.1 The AGM shall be held once per academic year, either:

- In Trinity Term, or
- In the first half of Michaelmas Term.

It may be held across two sessions if required.

8.2 The AGM shall:

- Receive the Chair's Annual Report;
- Receive the Treasurer's Annual Financial Report;
- Elect the Chair for the coming year;
- Review the Constitution where necessary;
- Consider any proposals submitted by members.

8.3 Notice of the AGM shall be given to all members at least 14 days in advance.

9. Finance

9.1 All funds raised by or donated to the Friends shall be used solely to support the School and its pupils.

9.2 The Friends shall hold a dedicated bank account in its name.

9.3 There must be three authorised signatories for the bank account, typically:

- The Treasurer
- The Chair
- One other elected Committee member
(Ex-officio members cannot be signatories.)

9.4 Any two of the authorised signatories must approve payments.

9.5 The Treasurer shall prepare a termly Profit & Loss report, shared with:

- The Committee
- The Headteacher
- The Bursar

9.6 Expenditure above an amount agreed by the Committee must be approved at a Committee meeting.

10. Banking

On banking the Friends note:

10.1 That a bank account or accounts be opened or continued with HSBC UK Bank plc ("the Bank") and the Bank is authorised to act on instructions provided they have been given by the required number of persons authorised to give such instructions as notified to the Bank either electronically or in writing (or authorised by such persons in accordance with the applicable authorisation requirement(s)).

10.2 That the Secretary is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Club/Society/Association, and that the Bank may rely on such lists.

10.3 That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

10.4 That the Club/Society/Association accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Club/Society/Association.

10.5 That these resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Committee of the Club/Society/Association and a copy, certified by the Secretary, is received by the Bank

11. Donations to the School

11.1 All profits must benefit the pupils at St Peter's School.

11.2 The Friends may agree with the School how funds will be allocated (projects, equipment, events), but final operational decisions rest solely with the School leadership.

12. Safeguarding, Conduct and Responsibilities

12.1 All volunteers must follow the School's safeguarding expectations and code of conduct.

12.2 Members representing the Friends at events must behave respectfully and uphold the School's values.

12.3 The Committee may remove a member from involvement in activities if their behaviour undermines the Friends, the School, or this Constitution.

13. Amendments to the Constitution

13.1 This Constitution may be amended only at an AGM or Extraordinary General Meeting (EGM).

13.2 Proposed changes must be submitted in writing at least 7 days in advance.

13.3 Amendments require a two-thirds majority vote of those present.

14. Dissolution

14.1 The Friends may only be dissolved at an AGM or EGM with a two-thirds majority of those present.

14.2 Upon dissolution:

- All remaining funds shall be donated directly to St Peter's School.
- No member of the Friends shall receive any benefit or payment.
- All records shall be returned to the School for archiving.

15. Interpretation

15.1 In the event of any dispute over interpretation of this Constitution, the decision of the Committee shall be final.