



Malmesbury School Community Association (MSCA)

Constitution 2025-26

1. Title

The Association shall be known as Malmesbury School Community Association (can be referred to as MSCA).

2. Aims

The aims of the Association are to advance the learning experiences and wellbeing of the pupils of the school by providing or assisting in the provision of facilities at the school. This includes:

- a. Promoting close co-operation and communication between parents and teachers.
- b. Studying and discussing matters of mutual interest relating to the education and welfare of pupils.
- c. Engaging in activities which support and advance the education of the pupils attending the school, including fundraising and after school activities.
- d. Considering applications for funds put to the MSCA from parents, staff and the Pupil School Council; granting funds to support such applications where the request is passed by a majority of those present at the meeting.

3. Membership

The Members of the Association shall comprise all parents, carers or guardians of children attending the school, and all staff employed at the school.

All parents, newer or more established, are automatically members of the MSCA. Any parent wishing not to be a member should inform the school of their wish to 'opt out'.

4. Powers of the Association

The Association shall have the power to do anything considered by the MSCA meeting to be in furtherance of the aims. This includes the power:

- a. to raise funds and invite and receive contributions in furtherance of the aims of the Association;

- b. to purchase and sell previously agreed items;
- c. to pay from the funds of the Association all the proper costs and expenses incurred by the MSCA in establishing and administering the funds of the Association;
- d. to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers;
- e. to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the MSCA, required for the carrying out of the purposes of the Association;
- f. to establish and operate a bank account in the name of the Association, provided that cheques drawn on such accounts shall not be signed by less than two members of the MSCA Office Holders.

The Committee shall not undertake any activity, or publish/distribute any information without the consent of the Headteacher.

5. Executive Committee

The business of the Association shall be managed by an Executive Committee, consisting of elected officers (Chair, Secretary & Treasurers and the Headteacher, who is the President of the Association).

Each member of the MSCA Executive Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair(s) shall have the deciding vote which shall be used only in the event of a tie.

Other temporary 'event' committees may be formed to organise and deliver specific events – all of which will include at least one member of the Executive Committee and be dissolved after the event has taken place.

6. Office Holders

Chair(s) – Paige Carlin

Secretary(s) - Anthea Cousins, Miruna Bardu and Charlotte Warren

Treasurers(s) - Mary Cavanagh and Francesca Geca

The Association shall be governed by the Office Holders, who shall be responsible for the management and administration of the Associations' affairs. The Office holders shall have the authority to make decisions on behalf of the Association, ensure its proper functioning, and carry out its objectives. The Office Holders will be elected at the Annual General Meeting (AGM). They will hold office for 1 year, before being eligible for re-election.

Where an Office Holders' position becomes vacant during the normal term of office, the Committee may, at their discretion, opt to fill this post in one of the following ways:

- a. the deputy for the post or an agreed member of the Committee may stand in for the duration;
- b. the Committee may elect a replacement from its membership; or
- c. an Extraordinary General Meeting (EGM) may be called to elect a new member to the post.

In the event that additional Office Holders are not elected or appointed, the Association may continue to operate effectively with a minimum of two named Office Holders as the sole office bearers, subject to the powers vested in them by the constitution.

An Office Holder can be removed from office for failure to fulfil their duties, after reasonable notice, by a majority vote of the other Committee members.

7. Annual General Meetings (AGM)

The Annual General Meeting (AGM) shall be held in the beginning of each school year. Notice calling the meeting shall be sent to members at least 10 days in advance, with a recommended practice of providing 21 days' notice when possible. Non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:

- a. Election of Office Holders.
- b. Receipt of reports of the Office Holders (where appropriate).
- c. The work of the MSCA.
- d. Priorities for the year ahead.
- e. Approval of the accounts for the preceding year.
- f. (In the future, if required, appointment of an independent examiner of the accounts).

At the Annual General Meetings, voting shall be on the basis of one vote per member present at the meeting. Quorum shall consist of no fewer than twice the number of elected Office Holders.

Any member of the Association shall have the right to raise a matter to be voted on at the Annual General Meeting by sending it in writing to the Secretary by no later than 5 days prior to the AGM.

8. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of one of the named Executive Committee members.

The Treasurer(s) shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association will commit future funding (if available) of £1000 annually for each of the following:

- Seaside trip OR zoo trip (these are on alternate years) – KS1
- Blacklands farm residential trip – Yr 4
- Fairthorne Manor residential trip – Yr 6

£3000 in total annually.

All other available funding will be distributed at the discretion of the Executive Committee.

The Association's financial year shall end on 31st August each year. The accounts shall be reviewed annually by the treasurer(s), and in the future, if required, by an independent examiner appointed at the AGM by the members.

The MSCA and Office Holders shall be responsible for ensuring that all property/ money received by/for the Association shall be applied for the aims and ethos of the Association.

9. Alterations to the Constitution

Changes or additions to the constitution must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 10 members of the Association voting in person plus the President of the Association. Any remaining funds should be distributed for the benefit of the children at the school. If it is not appropriate to consult 10 members, the Governing Body of Malmesbury Primary School will investigate and bring a recommendation to the Board for approval.

All parents are members of the MSCA (as explained in Membership). Where dissolution is to be considered, a meeting of members will be called. If there are not 10 voting members present, it will automatically default to the school's Governing Body to make the decision.

This constitution has been established on 20th October 2026.

SIGNED

Chair - P Carlin –

President - S. Donegan -