

# Kimbolton School Parents' Association – Terms of Reference

Kimbolton School



Kimbolton School  
Parents' Association

**Date of last Review** 31 October 2022

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## **Introduction.**

1. The Governors are responsible for the overall strategic governance of the School.
2. The Board of Governors has appointed a Parent's Association Committee (the Kimbolton School Parents' Association ('KSPA')), to support them in the execution of their responsibilities regarding issues of fundraising activities for the School and social networking opportunities for Parents.
3. The KSPA solely operates under the regulations and policies of Kimbolton School's (School) charitable status as a private school in the UK education system driving three main elements, regarding fairness, charitable status and public benefit, with the primarily focus on education. (Kimbolton School is a charitable Company limited by Guarantee and registered in England at Kimbolton, Huntingdon, Cambridgeshire PE28 0EA. Our Company Registration number is 4726427 and our Registered Charity Number is 1098586)

## **Membership.**

4. The following are KSPA members:
  - a. All parents and guardians of pupils of Kimbolton School.
  - b. All staff, together with their partners, are ex-officio members.
  - c. Associate KSPA membership can be granted by the Officers of the Executive Committee on a case by case basis and shall be limited to parents of pupils who have left the school, pupils who have left the school and former members of staff.
  - d. All members may volunteer to assist with the running of events without being a member of the Executive Committee.

## **The Executive Committee.**

5. The business of the KSPA (mainly for the organisation of events) shall be carried out by an Executive Committee, hereafter called the Committee. All KSPA members may volunteer to join the Committee. New members can only join once all school safeguarding checks have been completed and a committee member nominates them at the next meeting and/or listed as members of the Committee at the Annual Review Meeting (ARM), held within the Autumn Term.
  - a. The Committee shall comprise no fewer than twelve (12) or more than twenty five (25) members including the Headmaster, the Prep Head and the Bursar. The Committee should try to ensure

that all year groups of the School are adequately represented. In addition, members of staff (academic or support) are encouraged to join the Committee.

- b. Members of the Committee shall be elected for a maximum period of four years with an option to stay on if carrying out the role of an Officer of the Committee. A period of one year must elapse before a retiring Committee member is eligible for re-election.
  - c. Parents of pupils currently enrolled at the School, Senior and/or Prep will be eligible to stand as members of the Committee.
  - d. If a member does not attend three consecutive Committee meetings, without prior notification to the Secretary, he/she will be deemed to have resigned from the Committee.
  - e. In the event of a member of the Committee resigning, the Committee may co-opt a KSPA member to the vacancy until the next ARM.
  - f. At its first meeting of the new academic year, the Committee shall elect from amongst its members (who have sat for at least one year on the Committee), for a term of one year, Officers of the Committee, namely:
    - i. Chairperson
    - ii. Vice Chairperson
    - iii. Secretary
    - iv. Treasurer
  - g. A simple majority will determine the outcome of the election for those posts. In the event of a tie the matter shall be decided by the drawing of lots.
  - h. The election of the Committee its Officers will be notified at the ARM.
6. Officers of the Committee may hold the positions for a maximum of four successive years but must be re-elected by the members of the Committee each year. If for any reason an Officer is unable or unwilling to continue to act the Committee shall elect a replacement from amongst its members at the next available opportunity.

**Aims.**

7. The Committee has the following aims:
- a. To support the School by fundraising activities and to donate monies raised to the School's Grants Committee for the assistance of pupils of all ages.
  - b. To assist in furthering the objectives of the school.
  - c. To enable parents to meet each other on social occasions.

## Meetings.

8. Committee meetings shall be chaired by the Chairperson or by the Vice-Chairperson in the absence of the Chairperson. If neither is in attendance the members present shall elect a Chair by way of a simple majority vote for the meeting.
9. The Secretary shall record the minutes of the meeting for approval at the next meeting.
10. The Committee shall hold at least one meeting each term. Additional Committee meetings can be held as required.
11. For Decision making purposes, a quorum at a Committee meeting shall be seven members and must include either the Headmaster or the Prep Head or the Bursar.
12. The Committee may, at its discretion, set up any Sub-Committee it deems necessary for the organisation of events.
13. A Sub-Committee must consist of at least two members of the Committee but may also include other KSPA members.
14. A Sub-Committee will report on its deliberations at the next Committee meeting by way of a progress or highlight report. All financial decisions and the use of external suppliers must be voted on by the Committee.
15. Prior to organisation of any event, the sub-committee should produce an event business case (Event Plan) using the template. This will provide the benefits, costs, risks and impacts to the School for the assurance and approval of the Committee and the Board of Governors. It will also include location of the event and the use of the any School resources. No event should expose the School to financial liability or negatively impact upon the School's reputation.
  - a. Any event which puts the good name of the School at risk, or which stands to cost more to stage/undertake than 50% of the balance sheet of the KPSA, an event plan must be presented to and approved by the Board of Governors to avoid financial exposure and reputational risk.
  - b. Figure 1 shows the governance structure for all decisions for activities and events being planned, managed and supported by the KSPA and the Committee, as the level of risk to the school, whether reputation, contracts, liability or financial the level of support and approval required. The link to the School Governors is through the School Bursar as Clerk to the Board of Governors.

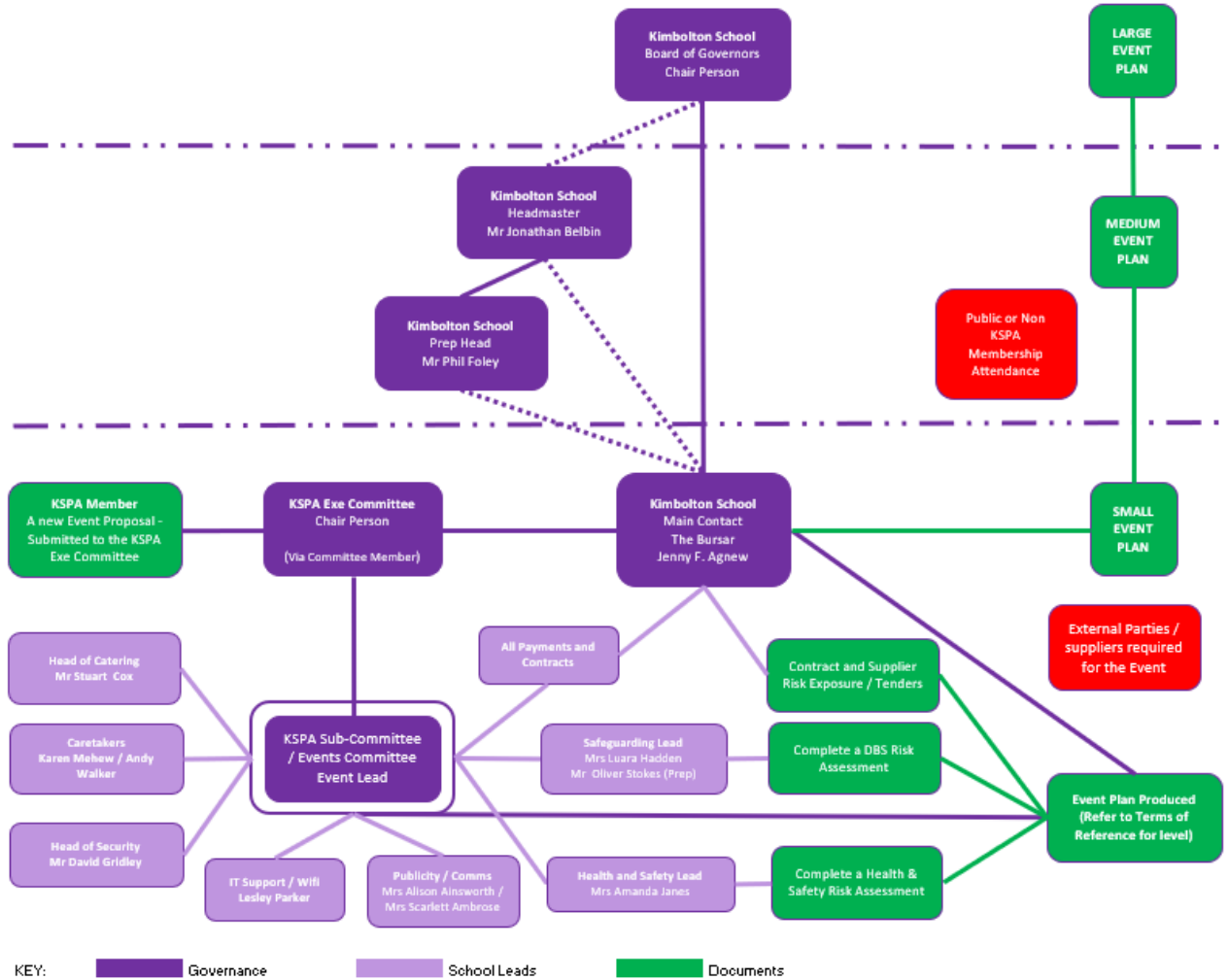


Figure 1: KSPA Governance Structure

16. All decisions of the Committee (save for the election of officers) shall be decided by a simple majority of all members voting on an issue and in the event of a tied vote the Chairperson shall have a casting vote.

**Annual Review Meeting (ARM).**

17. An ARM for the KSPA member shall be held within six weeks of the start of the Autumn Term each year.
18. At least three weeks' notice of the date of the ARM shall be given, in writing, to the KSPA members.
19. The notice shall include:
  - a. the agenda for the ARM.
  - b. the end of year financial report.

- c. the names of those Officers to the Committee.
  - d. the list of people that are sitting on the Committee and their service period.
  - e. notification of any upcoming vacancies within the Committee and the candidates standing for election.
  - f. the membership fee for the following year.
20. Any parent or guardian interested in seeking election to a vacancy on the Committee should inform a member of the Committee as soon as possible before the ARM.
21. A report on the activities of the KSPA members and the Committee over the year and on its financial position shall be presented to the ARM.
22. In addition, the Headmaster will report on the successes of the School in the preceding year and inform the ARM of any key plans for the future.
23. Each KSPA member attending the ARM shall be entitled to vote in elections in respect to vacancies arising (proxy votes are not allowed).

## **Finances**

24. A membership subscription per family (as decided by the Committee at their Annual Meeting) is paid annually in the Spring term. Associate Members will be invoiced by the Treasurer.
25. The Committee shall apply all membership subscriptions and all other funds raised by it to further the aims of the KSPA and the School. All funds include any surplus of income over expenditure. The Committee will ensure that the surplus remaining in the account at the end of the financial year covers any potential financial risk or outgoings for planned future events.
26. The financial year for the KSPA accounts shall tie into the School Year – 1st September to 31st August. Annual accounts shall be prepared for each financial year and presented for the approval of the Members of the KSPA at the ARM.
27. A copy of the Committee annual accounts shall be forwarded to the School's Deputy Bursar in time for audit in early October.
28. Cheques drawn on the KSPA account shall be signed by two signatories. Authorised signatories shall be the Bursar/Deputy Bursar and the KSPA Chairperson / KSPA Vice Chairperson / Treasurer / Governor.
29. Electronic banking will be carried out by the Bursar and Deputy Bursar on written approval by the Committee.
30. In the event of the dissolution of the Association, all of its assets shall pass to the Kimbolton School Board of Governors.

## **Board of Governors**

31. The Committee shall organise the selection, from the KSPA members, one Parent Governor (KSPA Nominated Governors) to the Kimbolton School Board of Governors.
32. Candidates for the position of KSPA Nominated Governor will be sought from the full parent membership of Kimbolton School. Notice of a vacant position will be issued as an open invitation for any parent of the School to stand for election.
33. The KSPA Nominated Governors shall be selected for a four-year term in accordance with the Kimbolton School Articles of Association. At the end of the four-year term the KSPA Nominated Governor may seek automatic re-nomination provided that their child remains a pupil at the School.
34. The Chair and current Governor(s), together with other Committee members as required, will interview short-listed candidates in order to brief the remainder of the Committee. Any member of the Committee who may have a conflict of interest will not form part of the interview process.
35. Election is by secret ballot in accordance with the criteria set by the Committee members; each member of the Committee will have one vote. In the event of a tied vote the Chairperson will hold the casting vote. Voting by proxy will not be permitted. Any member of the Committee standing for such a position will not be able to vote.
36. Once elected, the KSPA Nominated Governor will act in a manner, which he or she believes to be in the interest of Kimbolton School and may not therefore represent the KSPA, parents or any other constituency. The elected Governor will maintain a full commitment to the Committee in accordance with this Terms or Reference.
37. The Kimbolton School Board of Governors has the right to veto the nominated person in keeping with the provisions set out in the Kimbolton School Articles of Association. If this happens a further candidate should be put forward.
38. The Committee is able to deselect a KSPA Nominated Governor if, in the opinion of the Committee, a full commitment is not maintained or the KSPA Nominated Governor has not acted within the behaviour required to achieve successful outcomes of the KSPA aims.

## **Miscellaneous Provisions**

39. An Extraordinary General Meeting (EGM) may be called at the written request of: a minimum of forty (40) members of the KSPA or by any two Officers of the Committee or by the Headmaster. The request should state clearly the reason for the meeting. Such a meeting will be convened within 30 days of receipt of a request. Twenty (20) members shall constitute a quorum for the EGM.
40. A Committee member who volunteers to organise a fundraising event will have a co-lead in order to ensure continuity in the organisation and continued knowledge development.
41. Two members of the Committee (usually the Chairperson and the Vice Chairperson) will sit on the School's Grants Committee for the distribution of funds raised by the KSPA (and other funds donated to the School). A review of the Grant applications will be made available to the Committee for its comment prior to the Grants Committee meeting.
42. The KSPA will make an annual donation to support a Staff event, providing the KSPA is in funds, as a 'thank you' for all assistance given by that area of the School to the KSPA in their fundraising activities.

43. The KSPA will support a number of School prizes each year.
44. The KSPA will support “classlist” to engage with the parents on future social purposes only, which will be processed, stored and maintained in accordance with all relevant data protection legislation.
45. The KSPA will keep parents abreast of activities being organised by the Association through the School Calendar, Newsletter, Social Media including the School webpage, posters and other methods.

**Version 1 (March 2023)**  
**KSPA Committee**