



Constitution of "Stars of St Stephen and all Martyrs CE Primary School"

1. The Group shall be called "Stars of St Stephen and all Martyrs School" (Stars)
2. All School staff, parents/carers of pupils, or anyone invited by the officers shall be automatic Stars and have the right to attend any Stars meetings.
3. The Deputy Head is to be the President of the Stars. The officers of the Stars shall be appointed by vote at the Annual General Meeting (AGM). The roles shall consist of Chairperson, Vice Chair, Treasurer, Secretary (Vice Secretary, Vice treasurer, Catering Co-ordinator & buyer posts all removed March 2024).
4. At the AGM, during the Autumn term, the Chair shall give an account of the years activities and the treasurer will provide an account of the financial position, this should include a statement of accounts being prepared for audit. A copy of the audited accounts should be made available for March 31st of the following year.
5. A quorum shall consist of five members, one of which must be a member of the school staff.
6. The Governors and a Church representative have the right to attend any meeting of the Stars.
7. The headteacher, Governors and a Church representative will reserve the right to veto any activity that they consider is not appropriate to the school or church. A representative of the Church should either attend the meetings or receive the minutes.
8. The Stars shall be financially self-supporting, with any surplus funds after deduction of operating expenses being used in the aims of the Stars as noted in the constitution.
9. Decisions on the utilization of surplus funds for specific projects and purposes to be taken by the Stars in consultation with the Head Teacher.
10. In the event of an officer wishing to step down the Stars will take appropriate action to ensure the vacancy is suitably filled.
11. Any alteration to the constitution shall be made at the AGM or at an extraordinary meeting specially called for the purpose of making changes. Any changes must be made by a two-thirds majority vote of the people in attendance. Notice of any proposed changes must be given to the school business manager at least 14 days prior to the meeting and shall also be included in the notice covering that meeting.
12. Notice giving information of the Stars meetings, minutes and agenda shall be uploaded via the school website and by email on request.

Revisions	Date	Signed
12 Minutes/constitution will be available on the school website.	9.10.24	Agreed by all members present.