



FOPI Meeting
06.10.25

Signed

A handwritten signature in black ink, appearing to be "S. J. Jones", is written over a horizontal line.

Friends of Portway Infant School (FOPI) Standing Orders

Standing Orders are rules established to regulate the work of the Friends of Portway Infants (FOPI).

Committee

- The business of the association will be managed by a committee consisting of parents, school staff and the wider community.
- Members of the committee will be appointed at the AGM and will be elected for a one-year term and be eligible for re-election. Membership can be terminated by the member earlier if required.
- The office bearers will be the Chairperson, Secretary, Treasurer and such others as may be required. The Headteacher will hold the office of President. The office bearers will be elected by the committee at the AGM.
- Meetings of the committee will be held as required. At all meetings of the committee, a third of members, at least two of whom are office bearers, will form a quorum (*a quorum is only valid if all the committee members have been informed of the meeting, and sent notice of the items of business in advance*).
- Each member of the committee will have one vote and resolutions will be passed by a simple majority vote of those present. The Chairperson will have both a deliberative and casting vote. The Chairperson's casting vote will be used only in the event of a tie.
- The committee will be responsible for ensuring that all property/money received by/for the Association will be applied for the aims of the Association.
- It is important to keep accurate minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made to the parents at the AGM of what has been bought.
- The Secretary will be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.
- The committee will have the power to co-opt members and to appoint any sub- committee for a particular function provided all acts and proceedings are reported to the committee as soon as possible. No sub- committee will expend funds of the Association otherwise than the budget agreed by the committee.
- Proceeds and expenditure will be managed by the Treasurer

Meetings

- Meetings will be held one per term and will be limited to 2 hours.
- Where business has not been completed within the agreed time and time limited extension may be agreed.
- Any business not completed will become part of the agenda for the next meeting.
- Meetings will be held on the school premises or online.

Agenda

- The agenda will be organised by the Chair in consultation with the Secretary and Treasurer, the Headteacher or other members may be consulted.
- Any member may place an item on the agenda by contacting the secretary not less than 7 days before the meeting.
- Any member wishing to raise an urgent item at the meeting must give notice at the start of the meeting.

Attendance

- Members should contact the Secretary no later than 24 hours before the meeting if they are unable to attend (unless there are special circumstances)

Minutes

- Within 7 days of the meeting, the draft minutes will be distributed to Committee members
- Recommendations received from Committees or Working Groups will be recorded in the minutes.
- A copy of the minutes will be sent to the Headteacher.

Debate

- The Chair will ensure that all members enjoy equality of opportunity to express their views.
- The Chair will regulate all debates bearing in mind time limitations.

Decision making

- All decisions must be made by the members unless an individual or a committee has been delegated to deal with a specific issue.
- Only members present at a meeting may vote. Proxy voting is not allowed.
- Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a second vote.
- Voting will be by a show of hands.
- Decisions of the committee are binding on all its members.

Urgent action

- The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the delay in the work already agreed or will delay the progress of an event.
- All such actions to be reported to the next meeting of the members at the following meeting by the Chair.

Public statements

- No member will make any public statement about any matter concerning the school without the authority of the school.

Social Media

- No statements will be made on social media unless agreed by committee.
- Social Media Groups will be used to contact committee members to discussed prearranged events etc. which have been discussed at committee meetings.

Information and advice

- Where expertise is needed but not available within the Committee, an appropriate non-committee member may be invited to a meeting.

Access to meetings

- The Headteacher will undertake to attend committee meetings
- All meetings are not closed meetings, parents/carers of children at the school and those in the wider community interested in supporting the school are invited to the meetings

Delegation of functions

- No action may be taken by an individual member unless authority to do so has been delegated by the Committee or Chair/Vice Chair

Friends of Portway Infants AGM

Reviewed autumn 2025

To be reviewed autumn 2026