

CONSTITUTION OF THE LANCASHIRE GOVERNANCE ASSOCIATION

***An Independent Governance Association Run for the Benefit of those Involved
in School/Academy⁽¹⁾ Governance***

Title

1. The organisation shall be known as the Lancashire Governance Association (LGA). All those organisations tasked with governance of schools in Lancashire are eligible for membership.

Objectives

2. The objectives of the LGA shall be to:
- a. Work in partnership with all in the best interests of pupils of all schools.
 - b. Provide a democratic forum open to Governors/Trustees of schools subscribing to the LGA, to encourage the exchange of experiences and ideas to further develop the effectiveness of Governance.
 - c. Provide a means of sharing good Governance practice, by maintaining a regularly updated website, the publishing of a regular newsletter, and the delivery of periodic conferences and workshops addressing topical issues.
 - d. Co-ordinate the expression of opinion amongst members on matters of mutual concern and to make representations to the Local Authority (LA), Central Government and other relevant authorities on the education of young people.
 - e. Work with the LA on liaison in respect of policy development, matters concerning the delivery of services, training and information for Governors/Trustees.
 - f. Maintain membership of, or contact with, relevant and appropriate organisations concerned with the affairs of School Governance, both locally and nationally.
 - g. Liaise closely with the National Governance Association (NGA).

Organisation

3. The LGA shall consist of and function through:

- a. Its Members.
- b. The Executive Committee (EC).
- c. The Annual General Meeting (AGM).

Membership

4. Membership will be corporate in respect of each School Governance Organisation that subscribes to the LGA by annually paying the appropriate membership fee.

5. Each Organisation that joins, and becomes a member of the LGA, shall retain membership until the Organisation concerned gives written notice of its intention to terminate membership to the LGA Treasurer or fails to renew its annual membership by the appropriate fee as above.

Executive Committee

6. Between AGMs, the affairs of the LGA shall be conducted by an EC. Meetings of the EC will be held monthly during school term times.

7. The EC shall comprise of eighteen members, drawn from Governance Organisations that subscribe to the membership of the LGA, duly elected at an AGM, having been proposed by the individual's Governance Organisation or proposed by the EC. Wherever possible the EC will be representative of the membership of the LGA.

8. The EC may co-opt annually, up to three non-Governors/Trustees, where the interests and skills of those individuals fulfil a need as determined by the EC.

9. The EC shall appoint Officers as follows:

- a. Chair
- b. Vice Chair
- c. Treasurer
- d. Media Coordinator
- e. Membership Officer
- f. Any other Officer that the EC considers appropriate and necessary to manage the affairs of the LGA effectively.

10. The appointment of EC Members shall be for three years, following successful election. Each year, a third of the EC, having served three years will be subject to election as detailed above.

11. Details of vacancies will be published in the LGA newsletter and website. Nominations will be invited from subscribing Governance Organisations.
12. Newly elected or re-elected members shall take up their appointment at the next calendared EC Meeting.
13. The term of office of an EC Member shall end immediately if:
 - a. He or she ceases to be a Governor/Trustee of a Member School Governing Organisation or the Governing Organisation which nominated him or her withdrawals from the LGA.
 - b. A Member of the EC is found to have broken the LA/NGA Governors Code of Conduct.
14. Should a Member of the EC fail to attend three consecutive EC Meetings without prior accepted apologies, then after reasonable attempts have been made by an Officer of the EC to contact the Member without success, the EC may by resolution and majority vote, terminate that individual's appointment to the EC.
15. The EC shall be quorate if one third of its voting members, rounded up to a whole number, are present and majority decisions shall be valid.

Annual General Meetings

16. The AGM of the LGA will be convened by the EC. Notice of the event, including date, time and venue shall be given to Chairs and/or nominated contacts of the Member Governing Organisations at least 28 days before the event. Details will be published in the LGA newsletter and website.
17. The quorum for the AGM shall be individual representatives from at least 20 schools in membership of the LGA.
18. The business of the AGM shall include the following:
 - a. A report from the EC on the year's work.
 - b. The conduct of other business as determined by the EC.
 - c. The consideration of proposals submitted by LGA Members, such proposals having been submitted to the LGA Chair or Admin Support Officer in writing 28 days prior to the AGM.
 - d. The election of the LGA President for the ensuing year.
 - e. The election of eligible individuals to the EC for a period of three years.
 - f. Inviting approval of the EC's recommendation for subscription by School Governing Organisations for the ensuing year.

- g. Receiving the audited accounts statement of the LGA from the Treasurer.

19. Proposals shall be passed and decisions carried by a majority vote of those present and eligible to do so on the basis of one vote per member school.

Constitutional Amendments

20. Proposals to change the Constitution may be made either by:

- a. A quorate EC Meeting carried with a simple majority vote.
- b. An LGA Governing Organisation, having given 28 days prior notice to the Chair of the EC in writing.

21. Changes to the Constitution will be subject to ratification at the AGM subject to a two thirds majority of those present on the basis of one vote per member school.

Special or Extraordinary General Meetings

22. A Special/Extraordinary General Meeting (SGM/EGM) of the LGA may be called by a request from at least 20 schools in LGA membership. Notice of the issues at hand must be submitted to the Chair of the EC in writing.

23. The EC shall convene such a Meeting within 42 days, publishing the time, date and venue in the LGA newsletter if practicable, and on the LGA website. Only those issues raised by those calling the SGM/EGM may be discussed.

Finance

24. The EC shall appoint a Treasurer who will operate within the agreed financial regulations of the LGA; these are at Annex A.

Affiliation

25. The LGA may affiliate to any other body whose aims are consistent with its own, on terms negotiated by the EC on its behalf.

Dissemination of Information

26. The EC shall ensure that information is shared with LGA Members expeditiously by the use of appropriate media.

Outside Bodies

27. Where the LGA is invited to nominate representatives to serve on, or to address, other bodies, the EC shall be authorised to respond on behalf of the LGA.

Dissolution of the LGA

28. Should the EC decide, by simple majority, to propose the dissolution of the LGA, it shall do so by calling a Special Meeting, giving not less than 28 days' notice to LGA Members. The quorum for the Special Meeting shall be as for the AGM. If the majority decision of those attending, and eligible to vote agrees, then the LGA shall be dissolved. If the Special Meeting is inquorate, a further meeting shall be called, not less than one month after the first. If the second meeting is inquorate, the LGA shall be deemed to be dissolved.

29. The EC of the LGA shall remain in post until all matters concerning the dissolution are concluded. Any assets shall be transferred to such other non-profit making body having objectives similar to those of the LGA, as the EC shall determine.

Financial Regulations

1. These Financial Regulations shall be reviewed on an Annual basis and any revisions recorded in the Minutes of the EC Meeting. Changes are subject to approval at the AGM.
2. The EC shall receive an up-to-date Income and Expenditure (I&E) Report from the Treasurer at every EC Meeting.
3. Any person involved with the financial affairs of the LGA shall disclose any business interest they, or any member of their immediate family, have in a Register of Business Interest maintained for this purpose. The Register is to be reviewed annually.
4. Any sponsorship entered into is to be approved by the EC. It is to be completely unconditional and not dependent on subsequent purchases by the LGA or recommendations by the LGA of the sponsor's products.
5. The EC shall open a bank or building society account as such is recommended by the Treasurer. The EC shall determine the administration of the account, including details of authorised signatories and internal controls.
6. The Treasurer shall be empowered to enter into contracts, or to make purchases, which do not exceed £250. Products or services ranging between £251 and £1000 shall only be purchased following consultation and agreement with the LGA Chair and any other EC Officer.
7. The two functions of ordering goods and services and for certifying accounts for payments must be carried out by separate members of the EC.
8. All orders shall be signed by the Treasurer, or by an EC Officer, in his or her own name. A record of specimen signatures shall be maintained for those persons so authorised.
9. No authorised signatory shall sign, or countersign, a cheque made out to themselves, or that of their immediate family.
10. All monies accumulated by the LGA shall be used to further the objectives of the LGA; any variation such as a small gift to show appreciation of extensive services to the LGA must be raised an EC Meeting and be unanimously supported by those present.
11. Members of the EC carrying out routine duties on behalf of the LGA are entitled to recover costs, either motor mileage at the Inland Revenue rate, or actual public transport charges on production of receipts. Authority for recovery of subsistence and accommodation costs is to be approved by the EC prior to travel.

12. The financial year of the LASGB shall run from 1 September to 31 August. Its accounts shall be audited annually by an Auditor and approved by LGA Members at the AGM.