



Friends of Bromsgrove (FOB) Operational Procedures and Election Process

Name

Friends of Bromsgrove (FOB) - (previously called the 'Bromsgrove Parent-Teacher Association (BPTA)).

Mission

The FOB has three main roles within the school (across both campuses), namely:

- to support the school by providing and assisting in the provision of facilities for education at the school, through fundraising activities
- to support the class teachers and form tutors in terms of class activities and extra-curricular learning activities, through a system of Year Group Representatives
- to engage in community activities (including social events) that support the School

Membership

All parents or guardians of pupils who are currently at the School are automatically members of the Friends of Bromsgrove. When a FOB member ceases to have a child in the School they cease to be a member of the FOB.

FOB Committee

The Friends of Bromsgrove (FOB) is governed by a committee of 13 members comprising:

- a. The Headmaster, who shall be President of the Friends of Bromsgrove
- b. The Deputy Headmaster, who shall be Vice President of the Friends of Bromsgrove
- c. A Chairperson
- d. A Vice-Chairperson
- e. A Secretary
- f. A Treasurer
- g. A Public Relations Officer/Social Secretary
- h. Six further Ordinary members, selected by the Headmaster from the Year Group Representatives - two being from Early Years Campus, two from Key Stage 2 (Year 3- Year 6) and two from the Secondary School (Year 7 – Year 13).

The Committee shall act as the decision making body of the Friends of Bromsgrove as well as a reference point for members. The Committee will also act as the parent's liaison committee with the Headmaster.

All members of the Committee, except the President and Vice President, shall retire annually, but will be eligible for re-election at the Annual General Meeting, held within the first half-term of a new school year.

Nominations for the above elected Committee positions (apart from the six Ordinary members that are chosen by the Headmaster) must be received by the Headmaster seven days before the date of the AGM at the start of the new academic year. The Headmaster reserves the right to veto nominations to the Committee if it is deemed to be in the best interests of the School.

The Committee shall have the following powers in addition to general decision making on behalf of the Friends of Bromsgrove:

- to set up sub-committees for specific purposes, such as the organisation of a specific fundraising event
- to remove any Committee member by majority vote.

The FOB Committee comprises of:

President of the FOB

Headmaster

Vice President of the FOB

Deputy Headmaster

Chairperson

- Retires annually but eligible for re-election at the AGM
- Signatory for bank mandate
- Has the power (with treasurer) to authorise expenditure of up to 5000 baht – if funds are available – without a meeting to ratify this spending
- Calls ordinary meetings at least once every school term or as required/requested by the Headmaster
- May call additional Committee meetings when needed
- Shall check that an annual audit or independent review of the accounts is carried out
- Shall call an Annual General Meeting not later than October 31st each academic year
- Shall summon special general meetings upon written request of at least five members with 21 days notice to be given
- Co-authorises the minutes of the meeting alongside the Headmaster

Vice – Chair

- Retires annually but eligible for re-election at the AGM
- Stands in for the chairperson in his/her absence
- Assists the Chairperson and committee as required to meet the aims of the FOB

Secretary

- Retires annually but eligible for re-election at the AGM
- Records and prepares agendas and minutes of each meeting.
- Submits minutes to the Chairperson and Headmaster for approval prior to distribution
- Distributes minutes to all members, within two calendar weeks, after the last meeting was held
- Is responsible for all correspondence for the FOB
- Gives 21 days notice to all members of in the event of a special general meeting being arranged
- Publishes for members the particulars of the business to be transacted at meetings.

Treasurer

- Retires annually but eligible for re-election at the AGM
- Signatory for bank mandate
- Is responsible for the deposit or withdrawal of funds from the Association's bank account
- Has power (with Chairperson) to authorise expenditure of up to 5000 baht, if funds are sufficient
- Maintains accounting records for the Association
- Prepares annual statements of accounts
- Arranges annual audit/independent review.

Public Relations Officer/Social Secretary

- Retires annually but eligible for re-election at the AGM
- Heads the committee for any social event or function
- Forms a sub-committee, consisting of the class representatives/parents, to assist in the organisation of events and functions
- Liaises with the Year Group Representatives, regarding the distribution of information to the parents.

Six Ordinary Committee Members – Year Group Representatives

- The Headmaster will select six Year Group Representatives (who have put themselves forward for nomination) from across the school to sit on the FOB Committee as Ordinary members.

Please note that all members of the Committee must be able to attend Committee meetings in order to effectively carry out their duties and responsibilities. Committee meetings will be held at a mutually convenient time for all members, including during the school day or in the evening, when required.

Year Group Representatives

- Each Year Group within the school will have a maximum of two representatives
- Applications to be a Year Group representative is made to the Headmaster, who selects the representatives after dialogue with the School Leadership Team

 If you would like to nominate yourself for consideration for any of the available positions or to be a Year Group Representative and/or Committee member, please indicate this below on the nomination form. Please do not use this form to nominate other people.

Elections to the FOB Committee positions will be conducted at the first FOB AGM on Monday 27th October, 9am in the Windsor Park Campus assembly hall.

Parent’s name:

Child’s name:

Class/Tutor Group:

___ I wish to nominate myself to be a Year Group Representative for my child’s year

___ I also wish to nominate myself for consideration for membership of the FOB Committee as one of the six Ordinary members (Year Group Representatives), to be selected by the Headmaster

___ I am interested in nominating myself for the elected Committee position of: (please highlight)

Chair Vice-Chair Treasurer Secretary Social Secretary

Please return this nomination form to the Parent Liaison Officer on either Campus or nominate yourself by email to the Parent Liaison Manager, Ms Trini at rtarinee@bromsgrove.ac.th by the deadline of 4pm, Friday 24th October.