



Your Local Voice for School Governing Boards

Reading Governance Association CONSTITUTION

1. TITLE

The name of the Association is "The Reading Governance Association", hereafter referred to as "the RGA".

2. INTERPRETATION

"Committee" shall mean the executive committee of the RGA.

"Governing Boards" shall include the Governing Boards, sometimes known as Governing Bodies, of maintained schools including Nurseries, multi-academy trusts and stand-alone academies, Interim Executive Boards, the local governance committee of a school which is a component of a multi-academy trust or similar structure where such a committee exists, and Boards of Trustees within non-state funded schools.

"Governor" shall mean an individual serving on a Governing Board as defined.

"Member" shall mean a Governor as defined.

"Membership Fee" shall mean an annual amount proposed by the Committee and agreed by the membership paid by Governing Boards in accordance with instructions from the Committee. The scale of Membership Fee may vary with school type.

"Reading" shall mean the Reading Local Authority area.

"Schools" shall mean state funded and non-state funded schools, including academies and free schools registered with the Department for Education ("DfE") and within Reading.

3. OBJECTIVES

3.1 The RGA is established to promote effective governance of schools in Reading, in particular:

- (i) further the education and personal development of children and young people in Reading
- (ii) to ascertain the collective views of Governors, to provide a vehicle for expressing them and to make appropriate representations;
- (iii) to promote and facilitate communication between Governing Boards and between schools such that best practise is shared;



- (iv) to further good relationships between Governing Boards and all organizations with a responsibility for services for children and young people both within Reading and Nationally;

3.2 In pursuit of the Objectives in paragraph 3 above but not otherwise the RGA may:

- (i) where not lawfully prevented from doing so, collect and disseminate information on all matters affecting the Objectives and exchange such information with other bodies having similar objectives;
- (ii) promote and carry out or assist in promoting and carrying out research, surveys and investigations, and publish the findings;
- (v) bring together Members of the RGA and any person or persons able to inform, advise or guide them in pursuit of effective governance;
- (vi) cause to be prepared and distributed such written, audio or visual material as shall further the Objectives by any means deemed appropriate by the Committee;
- (vii) act as a non-party-political and non-sectarian forum for the exchange of information relating to the needs and interests of Schools in Reading;
- (viii) bring to the notice of authorities concerned the needs and interests of Schools in Reading, and encourage action as required.
- (ix) act as consultative body on behalf of governors of member schools with any relevant authority; and
- (x) organise events and representation in support of Governors' professional development and information awareness needs and those of schools in Reading.

4. MEMBERSHIP

- (i) Every Governor as defined in Article 2 shall be a Member of the RGA provided his or her Governing Board has paid the Membership Fee.
- (ii) Subject to paragraph (iii), every Governing Board who has paid the Membership Fee shall have one vote at general meetings including the Annual General Meeting, and is entitled to appoint a representative to cast that vote on its behalf. No representative may vote on behalf of more than one Governing Board at any single meeting of the Association.
- (iii) Where a vote is cast on behalf of the board of a multi-academy trust, local governance committees of schools within that trust shall not vote.
- (iv) Membership is open to schools outside Reading but with links to Reading such as where collaboration takes place with schools in Reading. Request for such membership should be made to the Committee whose decision is final.
- (v) No other forms of membership may exist. However, from time to time, other bodies or organisations may be invited by the RGA to send non-voting representatives to attend meetings.



5. ATTENDANCE

Governors shall be entitled to attend meetings and hold office in the RGA for as long as they remain Governors.

6. FINANCE

- (i) All money raised by the RGA shall be used to further the objects set out at Article 3, including the payment of reasonable out-of-pocket expenses, and for no other purpose.
- (ii) The RGA shall, as necessary, maintain a bank or building society account in the name of the RGA. Withdrawals from this account shall be made only with the authorised signature of at least two officers, one of whom shall be the Treasurer.
- (iii) The Treasurer shall keep proper accounts of the finances of the RGA. The accounts shall be independently examined at least once a year, and a statement of the examined accounts presented to the next Annual General Meeting.
- (iv) The financial year shall run from 1 April to 31 March
- (v) Notwithstanding Article 2, where a governance structure such as a Federation or Academy consists of two or more schools membership fees will be due from each school within the governance structure.

7. EXECUTIVE COMMITTEE

- (i) The Committee shall carry out the business of the RGA in accordance with this Constitution.
- (ii) The officers of the Committee shall be the Chair, Vice Chair, and Treasurer. The officers and (subject to sub-paragraph (iii)) other members of the Committee shall be elected annually at the Annual General Meeting.
- (iii) The Committee shall appoint a suitably qualified Clerk to provide relevant and agreed services to the Committee. The Clerk will be remunerated at a rate to be determined by the Committee.
- (iv) The Committee shall comprise up to 8 members (including the officers). 75% of the members must be elected at the Annual General Meeting; 25% may be co-opted by the Executive Committee.
- (v) The quorum for the Committee shall be one third of its members serving.
- (vi) Notices of RGA Committee meetings, together with the draft agenda, shall be sent out by the Clerk at least two weeks before the meeting date. Any member of the Committee may place an item on the agenda provided notice is received by the Secretary 7 days in advance of the meeting date.
- (vii) The Committee may set up sub-committees, agree their membership and set rules for their proceedings subject to the Constitution.
- (viii) The Committee will agree the rate of Membership Fee on an annual basis confirmed by resolution at an Annual General Meeting.



8. RGA MEETING PROCEDURES

- (i) An Annual General Meeting shall be held at least once in every academic year for which at least 28 days' notice will be given to Reading Governing Boards.
- (ii) The quorum for the AGM shall be one tenth of Governing Boards who have paid the Membership Fee. If a meeting is quorate decisions shall be taken by simple majority. If a meeting is inquorate a motion, except a motion entailing an amendment to the Constitution (Article 9) or the dissolution of the Association (Article 10), will nevertheless be deemed to be carried provided that at least 75% of Governing Boards present vote in favour of it and the number of Members present is no less than eight.
- (iii) Any six Governing Boards may requisition a special meeting, and it shall be the duty of the Clerk to call such a special meeting within four weeks of the receipt of the requisition.
- (iv) The RGA is a consultative group and may not make decisions which are binding upon individual Governing Boards.

9. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be made only by a two-thirds majority decision of the Governing Boards represented and voting at a quorate Annual General Meeting. If the Annual General Meeting is inquorate a motion to amend the Constitution will nevertheless be deemed to be carried provided that the Members present are unanimous and the number of Members present is no less than eight. Notice of such proposed alterations shall be sent to the Clerk not less than 21 days before the date of the Annual General Meeting.

10. DISSOLUTION

If the Committee by a simple majority decide at any time that it is necessary or advisable to dissolve the RGA, it shall call a meeting of all Reading Governing Boards who have the power to vote, of which not less than 21 days' notice (stating the terms of the Resolution to be proposed) shall be given. If such a decision is confirmed by at least 75% of those present and voting at such a meeting, the Committee shall have power to dispose of any assets held by or on behalf of the RGA. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the RGA as the Committee may determine.

11. APPROVAL OF THIS CONSTITUTION

The date of approval of this Constitution was xx xxx 2019.