



Friends of St Dunstan's College Constitution

(Constitution first adopted September 1993, amended October 1999, October 2002, October 2004, October 2006, October 2016, March 2020, October 2021 and current constitution proposed and agreed in June 2023)

Name:

The Society shall be called 'The Friends of St Dunstan's College' (FOSDC).

Aim:

To enrich the educational, social, spiritual, and family life of the College through whole-College community events, as well as social and leisure activities. The FOSDC aims in every way to enhance the standing and good name of St Dunstan's College within our local and broader community. FOSDC also aims to contribute positively to raise funds for the benefit of the pupils, the College (in support of the Development Office), and local and national charities (in support of the Charity Committee), in pursuit and support of the wider strategic aims and development of the Foundation.

Membership:

Membership is for current parents and legal guardians of current pupils and open to former pupils of the College, Dunstonians, past and present members of the teaching and support staff, Governors of the College and any other persons who are willing to support the aims of the Committee.

Committee:

The Committee will consist of the following members:

Committee Member	Chairperson	Voting Rights
A member of St Dunstan's Executive Team	Joint Chairperson	Yes
Director of Administrative Services and Events	Secretary and Staff Representative	Yes
Director of Estates	Staff Representative	Yes
Parent (Junior and/or Senior Parent)	Joint Chair	Yes
Parent (Junior and/or Senior Parent)	Vice Chair	Yes
Senior School Parent	Senior School Representative	Yes
Senior School Parent	Senior School Representative	Yes
Junior School Parent Representative	Junior School Representative	Yes
Junior School Parent Representative	Junior School Representative	Yes

All parent members shall seek re-election on an annual basis, which will be ratified at the AGM, usually held within the Trinity Term.

The Committee will elect from their number a Joint Chair and a Vice-Chair, all of whom must be current parents and who must serve a minimum of one academic year. In the event of more than one candidate coming forward, the Committee will hold a secret ballot.

The Committee may, on occasion, create a sub-Committee for a specific purpose. The Chair of any sub-Committee will be co-opted to the Committee for an approved period. Co-opted members may not vote.

The Committee will have the power to co-opt other members from time to time. Co-opted members may not vote.

The Committee will have the power to appoint honorary members to the Committee. Honorary members may not vote.

The purposes of the Committee are to ensure a full programme of activities takes place in pursuit of the aims of the Foundation and to decide how any funds are to be spent, relating to the annual development plan cycle and strategic aims of the College.

The Chairperson, the Vice-Chairperson or the Secretary will chair meetings of the Committee.

The Head has the power of veto in the event of the FOSDC making any proposal or suggesting any course of action that the Head in their sole discretion deems to be against the best interests of the Foundation, the College and/or its pupils.

All key FOSDC events will be agreed at the AGM for the following academic year. All FOSDC charitable events to be agreed by the College Charity Committee, and all College fundraising and fundraising events to be in line with the aims of the Development Office.

Year Group Representatives:

FOSDC Year Group Representatives act as a link between the parents in their year group and the Committee via the Junior and Senior School Parent Representatives of the Committee.

The purposes of the Year Group Representatives are to:

- 1) share information about FOSDC events and activities and to offer feedback to the Committee
- 2) encourage attendance, participation and co-ordinate offers of help
- 3) welcome new parents who join during the year.
- 4) organise class/year group social events

No limits will be placed on the number of Year Group Representatives for each year group.

The Year Group Representative role is open to any parent member. All Year Group Representatives shall be appointed on an annual basis and ratified as part of the AGM.

Meetings of the Committee:

The Annual General Meeting (AGM) of the Committee shall be held within the Trinity Term of the College at a place and date to be determined by the Committee. At least 14 days' notice in writing by email shall be given to all members, stating the business to be discussed at such meetings.

The Committee shall (after obtaining the written consent of the nominees) submit to each AGM all nominations for parent members of the Committee and for Year Group Representatives.

Special General Meetings of the Committee may be convened by the Chair and shall be convened at the request in writing of at least 30 members. Fourteen days' notice of any such meeting shall be given, in writing by email, to all members stating the business to be discussed at such meetings.

The Joint Chairs shall decide the procedure to be followed at all meetings and resolutions shall be carried by a majority of those present and voting.

Rules can only be changed by a two-thirds majority of the members present and voting at a General Meeting.

In the event of an even vote, the Joint Chairs shall have a second or casting vote. Voting by proxy shall not be permissible. The Quorum of a General Meeting will be 5 members.

Committee meetings will take place half-termly. The Quorum of a Committee meeting will be fifty percent of Committee members, including at least one member of St Dunstan's Executive Team.

Additional, smaller Committee working group meetings for specific events will require the presence of either the Head of Administrative Services and Events, or the Head of Building Operation as required.

Year Group Representative meetings will be organised termly by the Committee. These could be official meetings or social gatherings as decided by the Year Group Representative responsible.

Finance:

The funds of the FOSDC shall, unless and until invested by the Committee on behalf of the FOSDC, remain with the College Finance Office. The Chair/s or the Secretary will authorise expenditure on behalf of the Friends either as detailed in the minutes of Committee meetings or to be signed by any two of the following: the Chair/s, the Secretary or a nominated staff or parent member of the Committee.

Surplus funds raised through the Friends of St Dunstan's activities should only be used to support the work of the Foundation.

The financial year of the Friends shall end on the 31 July. A financial statement for the Friends of St Dunstan's will be presented to the AGM.

Interpretation of rules:

The interpretation of these rules is vested in the Joint Chair of the Friends. The Committee shall have the power to give rulings on any matter on which the rules are silent.

Appendices: Appendix 1: Classlist – guidelines to follow
Appendix 2: GDPR

Appendix 1: Classlist



What is Classlist?

Classlist is a totally free, secure digital platform that helps parents to connect with each other, successfully in use by parents at more than 1000 schools. Classlist acts as a 'virtual school gate', where you can make friends, ask for advice and recommendations, as well as arrange playdates, school lift shares, fundraising activities and social events.

The College uses Classlist as the platform for the Friends of St Dunstan's committee to reach out to parents to inform them of upcoming events throughout the academic year. Parents can decide how much detail they want to share with other parents and Classlist is data protection registered and an approved supplier to PTA UK.

Classlist Administration:

A Classlist administrator is responsible for the upkeep of parent contact details, inviting new parents to use the system and off rolling parents of pupils that have left St Dunstan's College. The administrator is also responsible for the year end rollover of pupils, ensuring they are in the correct year group. This is carried out by a member of the St Dunstan's College administrative team under the guidance of the Director of Administrative Services and Events

Classlist Administration Roles:

What you can do on Classlist varies according to what admin status you have as a member, i.e. whether you are a parent without admin rights or a Class Admin, Community Rep or Ambassador.

Please see the breakdown of roles below:

Ambassador:

The Ambassador role is automatically given to the initial creator of the site, but can also be assigned to other key parents who play an active role in the school community such as PTA post-holders. Ambassadors can access all areas of the site, manage membership and can moderate and manage content.

Class Admin:

The Class Admin role is usually allocated to someone who can act as the representative for the other parents in his/her child's class/year. If your school operates a system of Class Reps this role is perfect for them. Class Admins can approve parents and view most of the admin features on Classlist in relation to the class/year which they represent. They can also send announcements and create Community events.

Staff Admins:

Staff Admins have the same administrative powers as Ambassadors in terms of approving and managing parent members, but do not have any access to the parent side of Classlist. This means that Staff Admins cannot view, access or moderate parent-created content (such

as group posts and comments, or Marketplace listings). Staff Admins do not see the 'Moderate Community' or 'Groups' admin sections either at all.

Parents cannot communicate via private messages with Staff Admins on Classlist.

Staff Admins can send out Announcements and Community Events to any group and view parent comments on those.

If there is a need for staff to communicate with parents in groups and via private messages they would need a parent account, not a Staff Admin account. More info on staff using parent accounts on Classlist is [here](#). Staff with parent accounts would appear in the parent member list.



Appendix 2: GDPR

Guidance for schools on data processing carried out by Parent Councils/PTAs

The General Data Protection Regulation (GDPR) has been incorporated into the new Data Protection Act 2018 and strengthens people's rights over their personal data.

Parent Councils/PTAs can still hold personal data as data controllers in their own right, to carry out their duties, as long as they follow the key principles of GDPR and have a lawful basis for processing as set out in the legislation.

The key principles of GDPR are:

- Lawfulness, fairness and transparency
- Purpose limitation – there is a clear purpose for processing data
- Data minimisation – only collect and keep data needed to fulfil the purpose agreed
 - Accuracy of data – people must be able to update and correct their personal data
- Storage limitation – only keep data as long as it is required
- Integrity and confidentiality (security) – appropriate security measures are in place to protect personal data
- Accountability – Parent Councils/PTAs are responsible for personal data held and must be in compliance with GDPR

Duties of a Parent Council

The Scottish Schools (Parental Involvement) Act 2006 puts the following duties on Parent Councils:

- To promote contact between the school and the Parent Forum
- To gather views from the Parent Forum on the standards and quality of education in the school
- To report on Parent Council activities to the Parent Forum

Schools should continue to assist the Parent Council/PTA in these duties, such as publishing information through the school mailing list and website.

Parent Councils/PTAs as Data Controllers

Parent Councils/PTAs should not hold sensitive (very personal) data, but are likely to hold contact details, such as:

- Names
- Email addresses
- Phone numbers

There needs to be a purpose for holding this data, such as:

- Contact details for Parent Council/PTA members for communication purposes
- Distributing the Parent Forum newsletter/surveys etc
- Emergency parent contacts for events

There needs to be a lawful basis for use of the information (called Processing in GDPR). The following would be appropriate for a Parent Council/PTA:

- Informed consent e.g. for sending out newsletters
- Legitimate interests e.g. for events. An example would be holding of emergency contact info for a disco or other children's event, which is legitimate as you may have to contact the family in an emergency. So providing this information can be a requirement for attendance, so long as a 'legitimate interests' assessment has been carried out (see Connect's Guide to Data Protection), privacy notices inform parents on why it is needed, what it may be used for and how long it will be held

Parent Councils/PTAs can gather their own personal data/create contact lists for specific purposes but need to take the following measures:

- Have data protection policies
- Have privacy statements that are clear and circulated regularly
- Keep records of consent and 'legitimate interests' assessments
- Ensure secure storage of data and only allow authorised members to have access
- Make sure data held for an event is destroyed once it is completed

When data is gathered for an event, there should be a clear record kept of whether this is a school or Parent Council/PTA run event, and so who has responsibility for data processing. (Fines resulting from GDPR breaches are not covered by Connect Membership-linked insurance and only member-organised events are covered for other risks).