

Organisation's Constitution

Board of Trustees

Jus'T'Learn

CONSTITUTION OF:

1. **Name**

The name of the group shall be Jus'T'Learn.
Chair is Mrs Zarah Gadatara.

2. **Aim**

To give disadvantaged learners an opportunity to reintegrate with wider society and to be given further opportunities outside of "gang culture". To establish a safe environment for young learners so that they are able build, develop and achieve.

3. **Objectives**

In order to achieve its aims the Group may:

- Raise Funds
- Employ Staff
- Acquire and Manage buildings
- Organise courses and events
- Work with other similar groups and exchange information
- Take out insurance
- Open bank accounts
- Do anything that is lawful which will help it to fulfil its aims

4. **Core Functions**

The Core Functions of the Board of Trustees is to:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
3. Oversee the financial performance of the school and making sure its money is well spent

These functions are outlined on page 9 of the [Governance Handbook](#).

5. Key Tasks of the Board of Trustees:

Pupils:

- Promote pupil attainment in all areas of the curriculum
- Promote improvements in pupil attainment
- Improve assessed pupil progress in English and maths
- Make effective use of pupil premium funding to close the attainment gap (if appropriate to Just Learn Independent School)
- Meet the needs of pupils with special educational needs (SEN)
- Promote the highest possible standards of pupil behaviour
- Ensure the provision of appropriate sex education
- Ensure the provision of extra-curricular activities

Leadership:

- Ensure that all necessary child protection procedures are in place
- Oversee pupil admission arrangements
- Oversee the implementation of a home-school agreement
- Support the Director of Just Learn Independent School in implementing an effective performance management system

Staff:

- Support the Director of Just Learn Independent School in providing the best possible staff, at all levels, throughout the school

Other:

- Guarantee that all relevant health and safety procedures are implemented
- Provide and maintain the highest possible quality of buildings and facilities
- Oversee the implementation of fair and effective complaints and grievance procedures

6. Membership

- (a) Membership of Jus'T'Learn shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

- (c) Every individual member and each organisation shall have one vote at Board of Trustee meetings
- (d) The Boards of Trustees shall have the power to refuse membership to an applicant, where it is considered, such membership would be detrimental to the aims, purposes or activities of the group.
- (d) Registration and termination of membership.
 - * Any member of the board of trustees may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the chair of the association written notice to that effect.
 - * The Board of Trustees may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the General board before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

7. Management

- (a) Jus'T'Learn shall be administered by a Board of Trustees of not less than three (3) people and not more than fifteen (15) members elected at the group's Annual General Meeting, Board Members must be at least 18 years old.
- (b) The officers of the Board of Trustees shall be:
 - The Chairperson
 - The Internal Trustees
 - The Independent Trusteesand such other officers the group shall deem necessary **at the meeting.**
- (c) The Board of Trustees shall meet at least twice a year.
- (d) At least five (5) trustee members must be present for the Board of Trustees meeting to take place.
- (e) Voting at Board of Trustee meetings shall be by show of hands on a majority basis. If there is a tied vote, then the chairperson shall have a second vote.

- (f) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the board.

8. Finance

- (a) Any money obtained by the group shall be used only for the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- (d) The board will ensure that the group stays within the budget.

9. Board of Trustee Meetings

- (a) The board of trustees shall meet at least four (4) times each year.
- (b) The quorum for a meeting shall be five (5).
- (c) The board shall be accountable to the members at all times.
- (d) All meetings must be minuted and available to any interested party.
- (e) All board members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

10. General Public Meetings

- (a) The board of trustees shall call at least two general public meetings each year, the purpose of these meetings is for the group to account for its actions and consider the regeneration and development of according to the group's objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.

- (e) The quorum for a General Meeting is six (6).

11. Annual General Meeting

- (a) Jus'T'Learn shall hold an Annual General Meeting (AGM) at no more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
- * Receiving a report from the head of school and chairperson of the group's activities over the year.
 - * Receiving a report and presentation of the last financial year's accounts for the finances of the group.
 - * Electing a new Board of Trustees and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be board members.

12. Alteration of the Constitution

- (a) Proposals for amendments to this constitution, or dissolution must be delivered to the chairperson in writing. The chairperson in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

13. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

14. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

Date of Meeting:

Signed:

..... (Chair)
..... (Trustee)
..... (Trustee)
..... (Member)
..... (Member)
..... (Member)