

RELIGIOUS SOCIETY OF FRIENDS

RULES AND REGULATIONS FOR THE GOVERNMENT OF ACKWORTH SCHOOL

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INTRODUCTION

Ackworth School is one of seven schools which are the responsibility of the Religious Society of Friends in Great Britain. These Schools were established at various times during the 18th and 19th Centuries and their constitutions vary considerably. Furthermore, these constitutions have been changed over the years to reflect contemporary needs.

It is the recorded wish of London Yearly Meeting (now Britain Yearly Meeting) that each of the Schools be responsible to "a continuing body of Friends" and most are now responsible to one of the General Meetings of the Society. Ackworth School, however, is the responsibility of Yearly Meeting to whom it reports at Ackworth General Meeting each year. Ackworth General Meeting is the agent of Yearly Meeting and a regular meeting for church affairs within the Society. Early in the history of the School it was realised that Yearly Meeting could not, even through its executive Meeting for Sufferings, successfully undertake the direct management of the School. Over the years authority for government and management has been delegated to Ackworth General Meeting and in turn to the School Committee appointed by that Meeting.

In 1777 London Yearly Meeting considered the advantages which would result to the Society from "a guarded instruction of our youth" and it encouraged the establishment of boarding schools suitable for the education of children whose parents were not in affluence. As a result of this, an estate at Ackworth, which was then the property of the London Foundling Hospital, was purchased and following the first Ackworth General Meeting held on 29th July 1779 the School was opened on 18th October the same year. The first Rules of Government were adopted in 1785.

Whilst the School was originally established for the education of children of Friends, other children have been admitted to Ackworth for many years as they have to other Friends Schools. The School continues to offer an education based on the Christian principles and practices of the Religious Society of Friends thereby offering a sound, broadly based, liberal education.

RULES FOR GOVERNMENT

1. GENERAL MEETING: FUNCTIONS

Responsibility for Government on behalf of Britain Yearly Meeting shall rest with Ackworth General Meeting whose functions shall be:

- (a) to have general responsibility for the educational policy of the School;
- (b) to appoint the School Committee and the Treasurer, as hereinafter provided;
- (c) to appoint annually a suitably qualified person or firm as Auditor on the recommendation of the School Committee;
- (d) to receive and consider the annual report and the audited accounts presented by the School Committee;
- (e) to control all assets, property and finances.

The annual report and audited accounts, when approved by Ackworth General Meeting, shall be transmitted to Meeting for Sufferings acting on behalf of Britain Yearly Meeting.

2. GENERAL MEETING: CONSTITUTION

Membership of Ackworth General Meeting shall be limited to Members of Britain Yearly Meeting, save that the following shall, even if not members of the Yearly Meeting, be members of Ackworth General Meeting:

- (a) members of the School Committee;
- (b) any members of the school staff and partners of any such member;
- (c) Attenders appointed as Representatives of their Monthly Meeting if no Friends be available;
- (d) parent members of the Ackworth School Parent Staff Association Committee and their partners.

In order to provide an adequate attendance each Monthly Meeting shall be asked to appoint Friends and/or Attenders to attend and to endeavour to ensure that there shall be a reasonable degree of continuity, if possible for a triennial period.

3. GENERAL MEETING: ORDINARY MEETINGS

- (a) Ackworth General Meeting shall meet at least once in every year, preferably at Ackworth, on a date set apart for the purpose, and to be fixed by the School Committee. Due notice of each Meeting shall be given by advertisement in "The Friend" and through the Clerks of the Monthly Meetings of Britain Yearly Meeting.

- (b) There shall be a General Meeting Arrangements Committee which shall comprise:

- General Meeting Clerk (Convenor)
- General Meeting Assistant Clerk
- Clerk of School Committee (or alternate member)
- Head
- Bursar

4. GENERAL MEETING: SPECIAL MEETINGS

Either the School Committee or Meeting for Sufferings may instruct the Bursar to call a Special General Meeting when necessary with such notice as the body giving the instruction shall direct. The Clerk of the previous regular Ackworth General Meeting shall act as Clerk for the Special General Meeting unless the Special General Meeting directs otherwise.

5. SCHOOL COMMITTEE: FUNCTIONS

The educational policy, administration and management of the school shall be carried out by the School Committee which shall be responsible to Ackworth General Meeting.

6. SCHOOL COMMITTEE: CONSTITUTION

The School Committee shall comprise:

- (a) Nine Friends, being Members of Britain Yearly Meeting, appointed by Ackworth General Meeting on the recommendation of the Nominations Committee as hereinafter provided;
- (b) The Treasurer, preferably, but not necessarily a member of Britain Yearly Meeting, appointed by Ackworth General Meeting on the recommendation of the School Committee;
- (c) Four members of the Ackworth Old Scholars Association, (being former scholars of the School, but not necessarily Members of the Religious Society of Friends) appointed by Ackworth General Meeting on the nomination of the Ackworth Old Scholars Association Annual General Meeting (appointments generally being made every year);
- (d) Two parent members (not necessarily Members of the Religious Society of Friends) appointed by Ackworth General Meeting on the nomination of the Parent Staff Association Annual General Meeting;
- (e) The Head, Deputy Head, the Bursar and the Head of Coram House will normally attend; the Bursar will act as Secretary;
- (f) Two nominees of the staff (being any full-time Member of Staff of the School) appointed by Ackworth General Meeting on the nomination of the Ackworth School Staff, will normally attend;
- (g) The School Committee may co-opt for one year in exceptional circumstances additional members (not necessarily members of the Religious Society of Friends). The period may be extended if the need arises. General Meeting shall be informed each year of the names of co-opted members with the date of first co-option and the reason for the co-option.

7. SCHOOL COMMITTEE: PERIOD OF SERVICE

- (a) **Ordinary members.** Members of the School Committee appointed under 6(a) and 6(c) shall be appointed for a four year period and shall then be eligible for immediate reappointment for a further period of four years. Thereafter they shall not be eligible for re-appointment or co-option until at least one year has elapsed.
- (b) **Parent and staff members.** Members of the School Committee appointed under 6(d) and 6(f) shall be appointed for a four year period and shall then be eligible for

reappointment for a further period of four years after an intervening period of one year has elapsed.

- (c) **Clerk.** The School Committee shall appoint one of its members, who is a Friend, as its Clerk. The Clerk shall be appointed for a four year period and shall be eligible for immediate re-appointment for a further period of four years, to serve for a maximum period of eight years as Clerk, in addition to any previous service on the School Committee.

The School Committee shall also appoint one of its members, who is a Friend, as its Deputy Clerk. In the Clerk's absence, unless the Committee arrange otherwise, the Deputy Clerk shall act in her or his place.

- (d) **Treasurer.** The Treasurer shall be eligible for immediate re-appointment at the end of each four year period. In the event of a vacancy arising between General Meeting, the School Committee shall appoint a Treasurer to act until the next General Meeting.

A situation may arise whereby an individual may be eligible to serve in more than one capacity i.e. a Friend, an old scholar, a member of staff and a parent. In this situation, a member may serve in a combination of different capacities but not concurrently; in doing so, they must not exceed a maximum, consecutive term of eight years. A member cannot be re-appointed for a further four year term if, by doing so, the total length of their consecutive service would exceed eight years. Any period of co-option immediately prior to being appointed as a member is not to be counted against the normal maximum period of service of eight years.

8. SCHOOL COMMITTEE: VACANCIES

If any member of the School Committee appointed under 6(a) or 6(c) above wishes to resign such member shall do so by letter addressed to the Clerk of the School Committee, who shall ask the Nominations Committee (or the appropriate nominating body) to fill any vacancy caused by resignation or death for the remainder of the unexpired period. Any such appointment shall be reported to the next Ackworth General Meeting. For resignation of appointees under 6(d) or 6(f) see the guidance in Appendix 2.

9. SCHOOL COMMITTEE: MEETINGS

The School Committee shall meet at least three times a year on such dates as it may arrange. It shall be the responsibility of the Clerk of the School Committee to ensure that each meeting is quorate (A quorum shall be half of the nominated members of each committee or sub-committee).

10. NOMINATIONS COMMITTEE: CONSTITUTION

General Meeting in 2000 and every three years thereafter shall appoint a Nominations Committee to serve for the ensuing three years. The Committee shall comprise:

- (a) Five Friends appointed by General Meeting on the recommendation of a Committee appointed by the preceding General Meeting, at least two of whom shall have served for the immediately previous three year period;

- (b) Two Friends appointed by General Meeting on the nomination of the School Committee, one of whom shall have served for the immediately previous three year period;
- (c) A Clerk to the Nominations Committee appointed by General Meeting on the recommendation of the retiring Nominations Committee.

Service on the Nominations Committee shall be a maximum continuous period of six years, unless a Friend is then nominated as Clerk in which case the term of service may extend to nine continuous years.

11. NOMINATIONS COMMITTEE: FUNCTIONS

The Nominations Committee shall bring to each General Meeting:

- (a) The names of sufficient Friends to serve on the School Committee for the four year period commencing 1st September of that year;
- (b) The name of a Clerk and Assistant Clerk for General Meeting in the following year.

It shall also bring to General Meeting 2000 and every three years thereafter, the name of a Friend to serve as Clerk to the Nominations Committee for the ensuing three years.

12. TRUSTEES

All property and investments belonging to the School shall be held by Trustees (or a Trust Corporation), who shall be appointed by the School Committee. Trustees need not be members of the School Committee.

13. ALTERATIONS TO RULES FOR GOVERNMENT

Three months' notice of the intention to propose alterations to the Rules, with details of the proposed alterations, shall be given to the Bursar by the Clerk of School Committee and similar notice, stating that details of the proposed alterations can be obtained from the Bursar, shall be given to the Clerks of the Monthly Meetings of the Religious Society of Friends in Great Britain and by advertisement in "The Friend". Such notice having been duly given General Meeting may adopt the proposed alterations with or without amendment and shall forward them to Meeting for Sufferings.

14. REGULATIONS FOR MANAGEMENT

The School Committee shall formulate regulations for the conduct of its business. Such regulations and any proposed amendments thereto shall be submitted to the ensuing General Meeting for its approval.

15. MEMBERSHIP OF TRUST FUNDS

The requirements for membership of the various Trust Funds are as follows:

Ackworth School 1950 Trust

Trustees are the members of School Committee who are Members of the Society of Friends or Old Scholars, but excluding members of staff.

Wennington School Bursary Fund

Trustees are the members of School Committee.

Ackworth & Freshfield Educational Foundation

The body of Trustees consists of seven persons appointed by the School Committee. In exceptional circumstances a further two persons may be co-opted. Trustees so appointed need not be members of the School Committee. Persons who hold any interest in the property of the Foundation other than as a Trustee for the purpose thereof, or receive any remuneration, or who are interested in the supply of work or goods at the cost of the Foundation may not be Trustees.

REGULATIONS FOR MANAGEMENT

a. EXECUTIVE COMMITTEE

The School Committee shall appoint from its members an Executive Committee of not less than five members. It shall meet sufficiently often to act on behalf of the School Committee in the general management of the School. It shall make a report on its proceedings to each succeeding meeting of the School Committee. Any member of the School Committee shall have a right to attend meetings of the Executive Committee and participate in its discussions and decisions, even though not an appointed member.

b. SUB-COMMITTEES

The School Committee may appoint Sub-Committees responsible to it to deal with such specific matters as may be necessary and with such powers to act and report as the School Committee may decide.

c. EX OFFICIO MEMBERSHIP

The Clerk of the School Committee and the Treasurer shall be ex officio members of the Executive Committee and of other Sub-Committees.

d. REPORTS AND ACCOUNTS

An Annual Report together with an Income and Expenditure Account and a Balance Sheet of the finances of the School shall be prepared annually by the School Committee. The Accounts and Balance Sheet shall be audited and attested by the Auditor appointed for that purpose by General Meeting and these together with the Annual Report shall be submitted to the succeeding General Meeting for approval.

e. FEES

The School Committee shall fix the school fees and shall report these annually to General Meeting.

f. BURSARY FUND

A Bursary fund shall be available for bursaries for children of members of the Religious Society of Friends or whose parents are closely associated with the Religious Society of Friends, to be granted by the School Committee or the Executive Committee, and the School Committee may from time to time transfer the surplus or deficit of the Fund to Income and Expenditure Account.

g. LEGACIES etc.

Donations, gifts, legacies and any other capital money belonging to the School may be invested in such manner as shall be approved by the School Committee and the School Committee shall have the same powers of investment as a sole beneficial owner. Any such monies may be used in any way that the School Committee may sanction, including the purchase of additional property for the benefit of the School, and structural improvements.

h. DEEDS etc.

All deeds, documents and other papers belonging to the School shall be under the care of the Bursar or other person authorised by the School Committee.

i. HEAD, DEPUTY HEAD AND HEAD OF CORAM HOUSE

The School Committee shall appoint a Head, Deputy Head and Head of Coram House (the Head will be fully involved in the appointment process for the posts of Deputy Head and Head of Coram House and will be expected to make recommendations to the Committee) and shall report each such appointment to the next General Meeting. The School shall be placed under the control of the Head, who shall be responsible for its good conduct to the School Committee. In the Head's absence, unless the Committee arrange otherwise, the Deputy Head shall act in her or his place.

j. BURSAR

The School Committee shall appoint a Bursar for the School, who shall be responsible, through the Head, to the School Committee for such matters, relating to finance and administration, as the Committee shall from time to time determine. Full opportunity will be given to the Head to consider candidates and to make recommendations to the Committee.

k. TEACHERS

Assistant teachers shall be appointed by the Head within staffing ratios and on scales of salary approved by the School Committee. The Head shall report all appointments to the next meeting of the School Committee. Each assistant teacher shall be appointed on a contract of service approved by the School Committee.

l. OTHER STAFF

Non-teaching staff shall be appointed by the Bursar and on scales of salary approved by the School Committee; (full opportunity being given to the Head to consider candidates). The Clerk of the Estate and Domestic Committee will assist the Bursar in the appointment of senior members of the non-teaching staff. The Bursar shall report all appointments to the next meeting of the School Committee. Each member of staff shall be appointed on a contract of service approved by the School Committee.

m. GUIDANCE FOR THE NOMINATION OF STAFF AND PARENT COMMITTEE MEMBERS

The Bursar, together with the Clerk and/or other members of the School Committee, shall prepare guidance for the nomination of staff and parent members.