

Company No. 08023418

**The Companies Act 2006
Private Company limited by guarantee**

FILING COPY OF RESOLUTIONS

OF

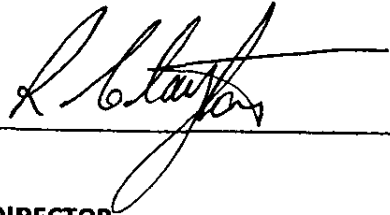
SWAN EDUCATION PARTNERSHIP LIMITED ("the Company")

On *15 March 2013*, the following resolution was duly passed, by the eligible members of the Company, as a SPECIAL RESOLUTION

SPECIAL RESOLUTION

Adopt new Articles

THAT the regulations set forth in the printed document attached with these resolutions be approved and adopted as the Articles of Association of the Company in substitution for, and to the exclusion of, all the existing Articles



DIRECTOR

THURSDAY



A34

A253ZB7F

28/03/2013

#16

COMPANIES HOUSE

Company No. 08023418

The Companies Act 2006
Private Company limited by guarantee

SWAN EDUCATION PARTNERSHIP LIMITED ("the Company")

**Resolution in writing of the required majority of eligible members of the Company passed in
accordance with section 288 of the Companies Act 2006**

We, the undersigned being the eligible members of the Company entitled to vote on the following resolutions hereby resolve to pass this resolution as a Special Resolution and agree that this resolution shall, for all purposes be as valid and effective as if it had been passed by us at a general meeting of the Company duly convened and held

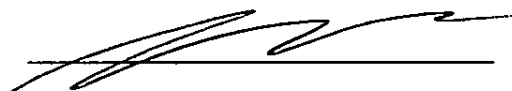
SPECIAL RESOLUTION

Adopt new Articles

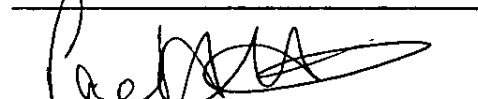
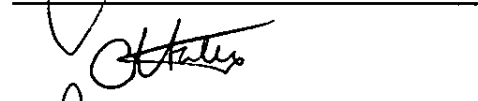

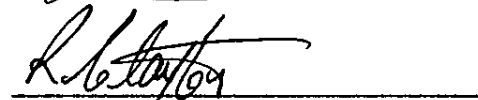
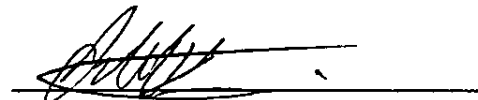
THAT the regulations set forth in the printed document attached with these resolutions be approved and adopted as the Articles of Association of the Company in substitution for, and to the exclusion of, all the existing Articles

Dated.

Signed (Members)



Ian Hall



JAMIE CLARKE

IAN CUNING

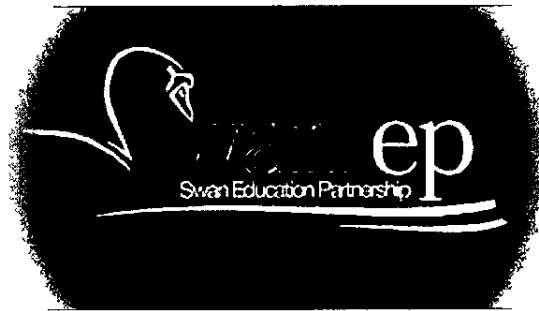
DAVID WOOD

BOB CLAYTON

TREVOR JONES

CHRISSE STALEY

PAMELA HUTCHISON



ARTICLES OF ASSOCIATION
OF
SWAN EDUCATION PARTNERSHIP LTD

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law, less ordinary

The Companies Acts 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

of

SWAN EDUCATION PARTNERSHIP

The company's name is Swan Education Partnership (and in this document is called "the Charity")

1 **INTERPRETATION**

1 1 In these articles:-

"address"	means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity,
"the articles"	means the charity's articles of association,
"authorised representative"	means an individual who is authorised by a member organisation to act on its behalf at meetings of the charity;
"the charity"	means the company intended to be regulated by the articles,
"clear days"	in relation to the period of a notice means a period excluding: <ul style="list-style-type: none">• the day when the notice is given or deemed to be given, and• the day for which it is given or on

which it is to take effect,

"the Commission"	means the Charity Commission for England and Wales,
"the Companies Acts"	means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity,
"the directors"	means the directors of the charity The directors are charity trustees as defined by section 177 of the Charities Act 2011;
"document"	includes, unless otherwise specified, any document sent or supplied in electronic form,
"electronic form"	has the meaning given in section 1168 of the Companies Act 2006;
"Independent Director"	means a director appointed by the members pursuant to articles 22 2 who is not a School Person,
"the members"	means the subscribers to the memorandum together with any other individuals or organisations admitted as members pursuant to these articles,
"the memorandum"	means the charity's memorandum of association,
"officers"	includes the directors and the secretary (if any);
"Regulations"	means the School Companies Regulations 2002,
"School"	means an academy, foundation school,

	maintained school or VA school which is a member of the company,
"School Director"	means a director appointed pursuant to article 22,
"School Person"	means any person who is a governor, headteacher, executive headteacher, principal or executive principal of a member,
"the seal"	means the common seal of the charity if it has one;
"secretary"	means any person appointed to perform the duties of the secretary of the charity;
"Supervising Authority"	means Northamptonshire County Council or such other local authority designated as the supervising authority for the company from time to time pursuant to the regulations,
"the United Kingdom"	means Great Britain and Northern Ireland,

- 1.2 Words importing one gender shall include all genders, and the singular includes the plural and vice versa.
- 1.3 Unless the context otherwise requires words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity
- 1.4 Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

2 LIABILITY OF MEMBERS

- 2 1 The liability of the members is limited.
- 2 2 Every member of the charity promises, if the charity is dissolved

while he or she or it is a member or within twelve months after he or she or it ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her or it towards (i) payment of the debts and liabilities of the charity incurred before he or she or it ceases to be a member, (ii) payment of the costs charges and expenses of winding up, and (iii) adjustment of the rights of the contributories among themselves.

3 OBJECTS

- 3.1 The charity's objects ("Objects") are specifically restricted to the following.
- 3.2 Such charitable purposes as the directors in their absolute discretion think fit including, but not limited to, the advancement of education for the public benefit in the United Kingdom, in particular but without prejudice to the generality of the foregoing by (i) supplying education related services and facilities to schools, colleges, local authorities, children, young people, adult learners, companies, corporations, trusts, associations and institutions (ii) providing school improvement and related services to schools, colleges, local authorities, companies, corporations, trusts, associations and institutions.

4 POWERS

The charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the charity has power:

- 4.1 to raise funds. In doing so the charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations,
- 4.2 to buy, take on, lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 4.3 to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must

comply as appropriate with sections 117 and 122 of the Charities Act 2011;

- 4.4 to borrow money and to charge the whole or any part of the property belonging to the charity as security for the repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 124-126 of the Charities Act 2011, if it wishes to mortgage the land;
- 4.5 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- 4.6 to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in its Objects;
- 4.7 to acquire, merge with or enter into any partnership or joint working venture arrangement with any other charity;
- 4.8 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves,
- 4.9 to employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 5 and provided it complies with the conditions in that article;
- 4.10 to
 - 4.10.1 deposit or invest funds;
 - 4.10.2 employ a professional fund-manager, and
 - 4.10.3 arrange for the investments or other property of the charity to be held in the name of a nominee,in the same manner and subject to the same conditions as the trustees of a trust are permitted to do so by the Trustee Act 2000,
- 4.11 to provide indemnity insurance for directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;

4.12 to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity;

4.12.1 to promote or carry out research;

4.12.2 to provide advice;

4.12.3 to publish or distribute information;

4.12.4 to make grants or loans of money or give guarantees;

4.12.5 to enter into contracts to provide services to or on behalf of other bodies;

4.12.6 to establish or acquire subsidiary companies to assist or act as agents for the charity.

4.13 Notwithstanding any provision in these articles, the charity shall not, without the prior written consent of the Supervising Authority, have the power to borrow any funds, whether secured or unsecured.

5 APPLICATION AND INCOME OF PROPERTY

5.1 The income and property of the charity shall be applied solely towards the promotion of the Objects

5.2 A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.

5.3 A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

5.4 A director may receive an indemnity from the charity in the circumstances specified in article 36.

5.5 A director may not receive any other benefit or payment unless it is authorised by article 6.

- 5.6 Subject to article 5.7 a director or connected person is entitled to be employed by the charity other than for acting as a director.
- 5.7 The charity and its directors may only rely upon the authority provided by Article 5.6 if each of the following conditions is satisfied:
- 5.7.1 The remuneration or other sums paid to the director do not exceed an amount that is reasonable in all the circumstances.
- 5.7.2 The director is absent from the part of any board meeting at which there is discussion of:
- (a) his or her employment, remuneration, or any matter concerning the contract, payment or benefit; or
 - (b) his or her performance in the employment, or his or her performance of the contract; or
 - (c) any proposal to enter into any other contract or arrangement with him or her or to confer any benefit upon him or her that would be permitted under articles 5 to 7 (inclusive); or
 - (d) any other matter relating to a payment or the conferring of any benefit permitted by articles 5 to 7 (inclusive)
- 5.7.3 The director does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
- 5.7.4 The directors are satisfied that it is in the interests of the charity to employ or to contract with that director rather than with someone who is not a director. In reaching that decision the directors must balance the advantage of employing a director against the disadvantages of doing so (especially the loss of the director's services as a result of dealing with the director's conflict of interest).

5.7.5 The reason for their decision is recorded by the directors in the minute book.

5.7.6 A majority of the directors then in office have received no such payments or benefit.

5.8 None of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:

5.8.1 a benefit from the charity in the capacity of a beneficiary of the charity,

5.8.2 reasonable and proper remuneration for any goods or services supplied to the charity;

5.8.3 interest at a reasonable rate on money lent to the charity;

5.8.4 reasonable rent or hiring for property or equipment let or hired to the charity.

6 DIRECTORS' BENEFITS

6.1 No director or connected person may:

6.1.1 buy any goods or services from the charity on terms preferential to those applicable to members of the public,

6.1.2 sell goods, services, or any interest in land to the charity;

6.1.3 be employed by, or receive any remuneration from, the charity other than in accordance with Article 5.7;

6.1.4 receive any other financial benefit from the charity unless the payment is permitted by articles 5 to 7 (inclusive) or the directors obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

“financial benefit” means a benefit direct or indirect, which is either money or has a monetary value

6.2 A director or connected person may:

- 6 2 1 receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the directors do not benefit in this way;
- 6 2.2 enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011;
- 6 2 3 subject to article 7, a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person;
- 6.2.4 receive interest on money lent to the charity at a reasonable and proper rate which must not be more than the Bank of England base rate;
- 6.2.5 receive rent for premises let by the director or connected person to the charity if the amount of the rent and the other terms of the lease are reasonable and proper and provided that the director concerned shall withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 6.2.6 arrange for the purchase, out of the funds of the charity, of insurance designed to indemnify the directors in accordance with the terms of, and subject to the conditions in, section 189 of the Charities Act 2011.
- 6 2.7 take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

7 PAYMENT FOR SUPPLY OF GOODS- CONTROLS

- 7 1 The charity and its directors may only rely upon the authority provided by article 6 2.3 if each of the following conditions is

satisfied:

- 7 1.1 The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods (“the supplier”) under which the supplier is to supply the goods in question to or on behalf of the charity.
- 7 1.2 The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- 7.1.3 The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
- 7 1.4 The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
- 7.1 5 The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
- 7.1.6 The reason for their decision is recorded by the directors in the minute book
- 7.1.7 A majority of the directors then in office are not in receipt of remuneration or payments authorised by articles 5 to 7 (inclusive).
- 7.2 In articles 5 to 7 (inclusive) “charity” shall include any company in which the charity:
 - 7.2.1 holds more than 50% of the shares; or

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- 7.2.2 controls more than 50% of the voting rights attached to the shares; or
 - 7.2 3 has the right to appoint one or more directors to the board of the company,
 - 7.3 In articles 5 to 7 (inclusive) “connected person” means:
 - 7.3.1 a child, parent, grandchild, grandparent, brother or sister of the director,
 - 7.3.2 the spouse or civil partner of the director or of any person falling within paragraph 7.3.1 above,
 - 7.3.3 a person carrying on business in partnership with the director or with any person falling within paragraphs 7.3.1 or 7.3.2 above;
 - 7.3.4 an institution which is controlled:
 - (a) by the director or any connected person falling within paragraphs 7.3.1, 7.3 2 or 7.3.3 above; or
 - (b) by two or more persons falling within sub-paragraph 7.3.4(a) when taken together
 - 7.3 5 a body corporate or firm in which:
 - (a) a director is a director, member or an employee; or
 - (b) the director or any connected person falling within paragraphs 7 3.1 to 7.3 3 has a substantial interest; or
 - (c) two or more persons falling within sub-paragraph (b) of this paragraph who, when taken together, have a substantial interest.
 - 7.4 Sections 350-352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this sub-clause

MEMBERS

- 8.1 The subscribers to the memorandum are the first members of the charity.
- 8.2 The members may agree unanimously in writing to appoint such additional members as they think fit
- 8.3 Membership is not transferrable.
- 8.4 Only persons in the following categories are permitted to become members of the company:
 - 8.4.1 the governing body of a maintained school;
 - 8.4.2 the governing body of an academy;
 - 8.4.3 a local authority in England;
 - 8.4.4 the proprietor of an independent school or the governing body of an independent school (if the governing body has legal personality) which provides full-time education for five or more pupils of compulsory school age;
 - 8.4.5 a company which has as a significant proportion of its business the provision of education or educational or ancillary services or goods,
 - 8.4.6 a higher education institution;
 - 8.4.7 a further education institution; and
 - 8.4.8 any individual who is not excluded from membership of a school company by Schedule 1 to the Regulations
- 8.5 The directors must keep a register of the names and addresses of the members
- 8.6 Every person nominated to be a member shall either sign a written consent to become a member or sign the register of members on becoming a member

9 **CLASSES OF MEMBERSHIP**

- 9.1 The directors may establish classes of membership with different rights and obligations and shall record the rights and obligations in the register of members.
- 9.2 The directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 9.3 The rights attached to a class of membership may only be varied if:
- 9.3.1 three-quarters of the members of that class consent in writing to the variation, or
- 9.3.2 a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- 9.4 The provisions in these articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

10 **TERMINATION OF MEMBERSHIP**

- 10.1 A member shall cease to be a member if:
- 10.1.1 they are dissolved or otherwise cease to exist, or
- 10.1.2 their membership is terminated under article 10.2,
- 10.1.3 they withdraw from the company by giving twelve weeks' notice to the directors.
- 10.2 A member's membership of the Company.
- 10.2.1 shall be terminated on the date set out in any special resolution passed at a general meeting resolving that such member's membership is terminated subject to the following:
- (a) the board must give the member at least one month's notice in writing at the general meeting. The notice

to the member must set out particulars as to the reasons why termination of the membership is in the interests of the Company, and must request the member to attend the meeting to answer the particulars;

- (b) at the general meeting called for this purpose the members shall consider the evidence presented by the board and by the member (if any). The meeting may take place even if the member does not attend;
- (c) if the resolution to terminate the member's membership of the Company is passed in accordance with this article, the member shall immediately cease to be a member

11 GENERAL MEETINGS

- 11.1 The charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
- 11.2 An annual general meeting must then be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- 11.3 The directors may call a general meeting at any time. A general meeting may be held by suitable electronic means agreed by the participants in which each participant may communicate with all the other participants.

12 NOTICE OF GENERAL MEETINGS

- 12.1 The minimum periods of notice required to hold a general meeting of the charity are.
 - 12.1.1 twenty-one clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - 12.1.2 fourteen clear days for all other general meetings.

- 12.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights
- 12.3 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 16.
- 12.4 The notice must be given to all the members and to the directors and auditors.
- 12.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity.

PROCEEDINGS AT GENERAL MEETINGS

13 QUORUM AT GENERAL MEETINGS

- 13.1 No business shall be transacted at any general meeting unless a quorum is present.
- 13.2 A quorum is:
- 13.2.1 three members present in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
- 13.2.2 one tenth of the total membership at the time.
- whichever is the greater.
- 13.3 The authorised representative of a member organisation or the validly appointed proxy of an individual member shall be counted in the quorum.
- 13.4 If

13.4.1 a quorum is not present within half an hour from the time appointed for the meeting, or

13.4.2 during the meeting a quorum ceases to be present;

the meeting shall be adjourned to such time and place as the directors shall determine.

13.5 The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.

13.6 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

14 CHAIRING GENERAL MEETINGS

14.1 General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.

14.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a director nominated by the directors shall chair the meeting.

14.3 If there is only one director present and willing to act, he or she shall chair the meeting.

14.4 If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

14.5 The members present in person or by proxy at a meeting and entitled to vote at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.

14.6 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those

details are specified in the resolution

14.7 No business shall be conducted at the reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place

14.8 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

15 **VOTING AT GENERAL MEETINGS**

15.1 Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:

15.1.1 by the person chairing the meeting, or

15.1.2 by at least two members present in person and by proxy and having the right to vote at the meeting; or

15.1.3 by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

15.2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.

15.3 The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded.

15.4 A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting

15.5 If the demand for a poll is withdrawn the demand shall not invalidate the results of a show of hands declared before the demand was made.

15.6 A poll must be taken as the person who is chairing the meeting

directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.

15.7 The results of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

15.8 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately

15.9 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs

15.10 The poll must be taken within thirty days after it has been demanded.

15.11 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

15.12 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

16 CONTENT OF PROXY NOTICE

16.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:

16.1.1 states the name and address of the member appointing the proxy;

16.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed,

16.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

16.1.4 is delivered to the charity in accordance with the articles

and any instructions contained in the notice of the general meeting to which they relate.

16.2 The charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

16.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions

16.4 Unless a proxy notice indicates otherwise, it must be treated as:

16.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

16.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

17 DELIVERY OF PROXY NOTICES

17.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person

17.2 An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

17.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

17.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

18 WRITTEN RESOLUTIONS AT GENERAL MEETINGS

18 1 A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:

18 1.1 a copy of the proposed resolution has been sent to every eligible member;

18 1.2 a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and

18 1 3 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.

18.2 A resolution in writing may comprise several copies to which one or more members have signified their agreement

18.3 In the case of a member that is an organisation, its authorised representative may signify its agreement

19 VOTES OF MEMBERS AT GENERAL MEETINGS

19.1 Subject to article 9, every member, whether an individual or an organisation, shall have one vote.

19.2 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final

19.3 Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.

19.4 The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The representative may continue to

represent the organisation until written notice to the contrary is received by the charity

- 19 5 Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.

20 DIRECTORS

- 20 1 A director must be a natural person aged 16 years or older.
- 20.2 No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 23.
- 20.3 The number of directors shall be not less than three and unless determined by ordinary resolution shall not be subject to any maximum.
- 20.4 The members may appoint one Independent Director in accordance with article 22.2.
- 20 5 No more than 50 per cent of the directors of the Company at any one time shall be executive directors.

21 POWERS OF DIRECTORS

- 21 1 The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution
- 21.2 No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
- 21.3 Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

22 APPOINTMENT OF DIRECTORS

- 22.1 Each School shall be entitled (but not obliged) to appoint one School Person each as a School Director and at any time to remove its nominated director from office
- 22.2 The members may by ordinary resolution from time to time appoint up one person as Independent Director and shall by ordinary resolution have the power to remove from office and such Independent Director.

23 DISQUALIFICATION AND REMOVAL OF DIRECTORS

- 23.1 A director shall cease to hold office if he or she:
- 23.1.1 ceases to be a director by virtue of any provision of the Companies Acts or is prohibited by law from being a director,
 - 23.1.2 is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision),
 - 23.1.3 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 23.1.4 resigns as a director by notice to the charity, provided the number of directors remaining in office when the notice of resignation is to take effect is not less than the minimum stated in Article 20.3;
 - 23.1.5 is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve that his or her office be vacated;
 - 23.1.6 is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974), or

23 1 7 is removed by notice in writing given to the Company by the School who appointed him.

24 **REMUNERATION OF DIRECTORS**

The directors must not be paid any remuneration unless it is authorised by articles 5 to 7 (inclusive).

25 **PROCEEDINGS OF THE DIRECTORS**

25.1 The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.

25 2 Any director may call a meeting of the directors.

25.3 The secretary (if any) must call a meeting of the directors if requested to do so by a director.

25 4 Questions arising at a meeting shall be decided by a majority of votes.

25.5 In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.

25 6 A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants

25.7 No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. "Present" includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.

25.8 The quorum for the transaction of business at a meeting of directors is any three eligible directors, two of which must be School Directors and one of which must be an Independent Director.

25.9 A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote

25.10 If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purposes of filling vacancies or of calling a general meeting.

26 **CHAIRMAN**

26.1 The directors shall each year appoint a chairman of the board of directors from amongst the directors by notice in writing to the secretary. A director who is employed by the charity shall not be eligible for appointment as chairman.

26.2 Subject to Article 26.1, the chairman shall hold office as such until his successor has been appointed in accordance with Article 26.1 or Article 26.4.

26.3 The chairman may at any time resign his office by giving notice in writing to the secretary. The chairman shall cease to hold office if:

26.3.1 he ceases to be a director;

26.3.2 he is employed by the charity; or

26.3.3 he is removed from office in accordance with these Articles.

26.4 Where by reason of any of the matters referred to in Article 26.3, a vacancy arises in the office of chairman, the directors shall elect one of their number to act as a chairman for the purposes of that meeting, provided that the director elected shall not be a person who is employed by the charity.

26.5 The secretary shall act as chairman during that part of any meeting at which the chairman is elected.

26.6 Any election of the chairman pursuant to Article 26.4 which is contested shall be held by secret ballot.

26.7 The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.

26.8 A resolution in writing or in electronic format agreed by a simple

majority of all the directors entitled to receive notice of a meeting of directors or of a committee of directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors or (as the case may be) a committee of directors duly convened and held provided that:

26.8.1 a copy of the resolution is sent or submitted to all the directors eligible to vote; and

26.8.2 a simple majority of directors has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within the period of 28 days beginning with the circulation date.

26.9 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.

27 **DELEGATION**

27.1 The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book

27.2 The directors may impose conditions when delegating, including the conditions that:

27.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate;

27.2.2 no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.

27.3 The directors may revoke or alter a delegation

27.4 All acts and proceedings of any committees must be fully and promptly reported to the directors.

27.5 The directors shall establish a committee to be called the

“Remuneration Committee” to recommend to the directors the terms of service and remuneration of the Company’s executive directors. The provisions of article 29.1 shall apply to the constitution, membership and proceedings of the Remuneration Committee PROVIDED THAT the members of the Remuneration Committee shall solely comprise of all of the Company’s non-executive directors from time to time or otherwise

27.5.1 The directors shall, on the recommendation of the Remuneration Committee, determine the terms of service and remuneration of the Company’s executive directors.

27.5.2 No director shall be entitled to be present or to vote when their own remuneration or their own terms of service are being discussed. Nothing in this article shall prevent a director from being present or voting upon benefits (including the provision of pensions and insurance) which are provided equally for all directors or for all executive directors of the Company.

28 DECLARATION OF DIRECTORS’ INTEREST

A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest)

29 DIRECTORS’ CONFLICTS OF INTEREST

29.1 If a conflict of interest arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

29.1.1 the conflicted director is absent from the part of the meeting at which there is a discussion of any arrangement or transaction affecting that other organisation or person,

29.1.2 the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and

29.1.3 the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying

29.2 In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or a connected person.

30 **VALIDITY OF DIRECTORS' DECISIONS**

30.1 Subject to article 30.2, all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:

30.1.1 who was disqualified from holding office;

30.1.2 who had previously retired or who had been obliged by the constitution to vacate office;

30.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if without:

30.1.4 the vote of that director, and

30.1.5 that director being counted in the quorum;

the decision has been made by a majority of the directors at a quorate meeting.

30.2 Article 30.1 does not permit a director or a connected person to

keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 30 1, the resolution would have been void, or if the director had not complied with article 28.

31 **SEAL**

If the charity has a seal it must only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the secretary (if any) or by a second director

32 **MINUTES**

32.1 The directors must keep minutes of all:

32 1 1 appointments of officers made by the directors;

32.1.2 proceedings at meetings of the charity;

32 1 3 meetings of the directors and committees of directors including:

- (a) the names of the directors present at the meeting,
- (b) the decisions made at the meetings; and
- (c) where appropriate the reasons for the decisions

33 **ACCOUNTS**

33.1 The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and following accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.

33 2 The directors must keep accounting records as required by the Companies Acts.

34 ANNUAL REPORT AND RETURN AND REGISTER OF CHARITIES

34.1 The directors must comply with the requirements of the Charities Act 2011 with regard to the

34.1.1 transmission of the statements of account to the charity;

34.1.2 preparation of an Annual Report and its transmission to the Commission;

34.1.3 preparation of an Annual Return and its transmission to the Commission.

34.2 The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities

35 MEANS OF COMMUNICATION TO BE USED

35.1 Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.

35.2 Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which the director has asked to be sent or supplied with such notices or documents for the time being.

35.3 Any notice to be given to or by any person pursuant to the articles

35.3.1 must be writing; or

35.3.2 must be given in electronic form.

35.4 The charity may give any notice to a member either:

35.4.1 personally; or

35.4.2 by sending it by post in a prepaid envelope addressed to the

member at his or her address, or

35.4 3 by leaving it at the address of the member; or

35.4.4 by giving it in electronic form to the member's address.

35 5 A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.

35 6 A member or a validly appointed authorised representative or proxy present in person in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

35.7 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given

35.8 Proof that an electronic form of notice was given shall be conclusive where the charity can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.

35.9 In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:

35.9.1 48 hours after the envelope containing it was posted; or

35.9.2 in the case of an electronic form of communication, 48 hours after it was sent.

36 **INDEMNITY**

36.1 The charity shall indemnify any director against any liability incurred by him or her in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006.

36 2 In this article a "relevant director" means any director or former director of the charity.

37 **RULES**

- 37.1 The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity
- 37.2 The bye laws may regulate the following matters but are not restricted to them.
- 37.2.1 the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
- 37.2.2 the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
- 37.2.3 the setting aside of the whole or part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
- 37.2.4 the procedure at general meetings and the meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
- 37.2.5 generally, all such matters as are commonly the subject matter of company rules.
- 37.3 The charity in general meeting has the power to alter, add to or repeal the rules or bye laws.
- 37.4 The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of the members of the charity.
- 37.5 The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

38 **DISSOLUTION**

38.1 The members of the charity may at any time before, and in expectation of, its dissolution resolve that the net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:

38.1 1 directly for the Objects; or

38 1.2 by transfer to any charity or charities for purposes similar to the Objects; or

38.1.3 to any charity or charities for use for particular purposes that fall within the Objects.

38.2 Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:

38.2.1 directly for the Objects; or

38 2 2 by transfer to any charity or charities for purposes similar to the Objects; or

38 2.3 to any charity or charities for use for particular purposes that fall within the Objects.

38.3 In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 38.1 is passed by the members or the directors the net assets of the charity shall be applied for charitable purposes as directed by the Court or the Commission