



# St Nicholas Primary School Parent Teacher Association

## CONSTITUTION

### AIMS

1. To enhance the education & wellbeing of the pupils of St Nicholas by providing or supporting provision of facilities & resources through fundraising
2. To promote positive close co-operation & communication between parents & school staff
3. To provide activities & events to support and enhance school provision.

It is not the purpose of PTA to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines.

School management/operational procedures; curriculum or timetabling; staff selection and appointment; school hours or holidays and management of budget all fall outside the remit of PTA.

### POWERS

The PTA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

### COMMITTEE MEMBERS

1. The membership consists of parents/carers of children attending St Nicholas Primary School and school staff as selected by the members.
2. The PTA committee shall consist of the Chair, Treasurer, Secretary, Teacher Representative at a minimum. Other roles may be elected onto the committee such as, Vice-Chair, advertising.
3. Members of the PTA Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.
4. The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the PTA Committee at the first meeting after the AGM. [IH1]
5. The PTA Committee may co-opt up to 2 to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

6. Each member of the PTA shall have one vote and resolutions shall be passed by a simple majority vote of those present.
7. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.
8. The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.
9. A member of the PTA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA.

## GENERAL MEETINGS

Meetings of the PTA shall be held as required. At all general meetings a quorum shall consist of 2 PTA committee office bearers and 1 member of staff.

*Note: For all meetings a quorum is only valid if all the PTA Committee members have been informed of the meeting, and sent notice of the items of business, in advance.*

### Annual General Meeting

The Annual General Meeting (AGM) shall be held in Term 1 each year. The notice calling the meeting shall be sent to the members of the PTA and all parents / carers of children at the school at least two weeks in advance with access to key papers.

The business of the AGM shall include:

1. A report from the Chair presenting the work of the PTA over the last year
2. A report from the Treasurer presenting the accounts over the last year
3. Appointment of an individual who will review the annual accounts for the following year
4. Any resolutions submitted by the members
5. Election of the committee office bearers to serve on the PTA (Chair, Treasurer, Secretary).

### AGM Standing Orders

1. At AGM voting shall be on the basis of one vote per parent/full PTA Committee member present at the meeting.
2. At AGM the quorum shall consist of 3 PTA committee office bearers and 2 members of staff, one of which must be Headteacher or their representative.
3. Following the AGM the Secretary will confirm the elected PTA committee in writing to the school Governors.

## Extraordinary General Meetings

The PTA Committee or (any number) of the members shall have power to call an Extraordinary General Meeting.

At all extraordinary meetings a quorum shall consist of 2 PTA committee office bearers and 1 member of staff.

## FINANCE

1. The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA.
2. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTA Committee office bearers.
3. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA.
4. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.
5. The PTA shall be responsible for ensuring that all property/money received by/for the members/PTA Committee shall be applied for the aims of the PTA.
6. Minimum of £500 should be kept in the bank account to cover annual fees
7. Three committee office bearers shall have bank cards.

*Note: The individual reviewing the accounts does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the PTA Committee or the School and whom everyone trusts.*

## CHANGES TO THE CONSTITUTION

Changes or additions to this constitution once accepted can only be made at an AGM or an EGM called for that specific purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## DISSOLUTION

In the event that the PTA ceases to exist any remaining funds are to be distributed to St Nicholas (VA) CE Primary School for the benefit of the children at the school and/or Local Authority as necessary.

October 2020