

# ST MARY'S SCHOOL, HARBORNE

## PTA CONSTITUTION

**This longstanding constitution is to be reviewed as an item at the next PTA meeting of 15<sup>th</sup> March 2018.**

### AIMS

- i) To raise funds to enrich the resources of the School;
- ii) To buy things for the School.
- iii) To promote social interaction bonding between parents, and with staff;
- iv) To foster links between School, Parish staff and pupils;
- v) To maintain and up-keep the school activity trail.

### MEMBERSHIP

All parents of students and teachers at the School are automatically members of the PTA by default. Other persons may be accepted at the discretion of the committee, and as such shall be deemed as being Friends of the School.

### COMMITTEE

The business of the PTA shall be managed by a Committee of at least six members, of which there shall be a Chairperson, Vice Chair, Treasurer and Secretary.

In the case of the role of Vice Chair and Secretary, a shared responsibility may apply.

A teacher may only be appointed to the position of Vice Chair on the Committee.

Officers shall be elected for up to a three-year term and be eligible for re-election as an Officer twelve months after standing down. The person may however continue to attend meetings and help the Committee at events and in the general activities of the PTA.

Committee shall meet when required but at least once every half-term.

Secretary shall keep minutes of all meetings and shall make these available upon request to any member of the PTA.

The School shall receive a copy of all minutes. Minutes shall be retained for a period of six years, or other period as required by prevailing legislation.

All donations to the PTA shall be used for PTA purposes only.

Two teacher representatives shall be chosen and appointed by the Teachers and may serve for up to 2 years.

The Head Teacher should attend as a minimum the AGM, and should be available upon the request of the Committee to attend any other PTA meeting or gathering.

### POWERS

- i) To raise funds;
- ii) To publish or distribute information that has been approved by the Head Teacher;
- iii) To co-operate with other bodies in the School or Church;
- iv) To enter into contracts to provide services to or on behalf of other bodies;
- v) To pay the costs of forming and running the PTA;
- vi) To do anything else stipulated within English Law to achieve the Aims;

The PTA does not have any powers to discuss or debate school policy, decisions, staff or other matters appertaining to the running of the School.

# ST MARY'S SCHOOL, HARBORNE

## PTA CONSTITUTION

### MEETINGS

The AGM shall be held in the first half of the first academic term of each year.

The business shall include:

- i) The work of the Committee
- ii) Approval of the accounts
- iii) Appointment of an auditor
- iv) Any resolutions submitted by Members
- v) Election of Members to serve on the Committee

At all meetings, voting shall be on the basis of one vote per member present at the meeting.

At all meetings, the quorum shall consist of six Members to include at least two Officers.

The Committee or ten Members of the PTA shall have the power to call an EGM.

Seven days notice must be given before a Committee meeting and decisions may then be taken by the majority of Members attending.

Seven days notice must be given before an EGM or the AGM, and decisions may then be taken by the majority of Members attending, providing there is a quorum.

In the event of a split vote, the Chairman shall have the casting vote

### FUNDS

The funds of the PTA shall be lodged in a bank in the name of the PTA.

Money may be drawn from the account by the Treasurer up to a value of £ \_\_\_\_\_ (to be agreed)

For any amounts in excess of this figure, two signatures of Officers are required.

Funds go to the school if the PTA ceases to operate, and funds can only be used for school related purposes.

No Committee Member can benefit financially from being on the PTA.

### CONFLICTS OF INTEREST

If a Member of the PTA has a conflict of interest, they cannot vote and are prohibited from contributing to that agenda item.

### ACCOUNTS

The accounts of the PTA shall be closed on 31<sup>st</sup> July and shall be audited annually and be available for inspection by anyone in the PTA.

The Committee must comply with the requirements of the Charities Act 1993.

### NOTICES

Notices under this Constitution may be sent by hand, or by post or by email, or in any newsletter distributed by the PTA or the School.

A notice not received by a Member will not invalidate decisions taken at a meeting.