



ELBURTON PRIMARY SCHOOL
PARENT TEACHER'S ASSOCIATION

CONSTITUTION- 2018

1. The name of the Association shall be:

Elburton Primary School Parent Teacher Association.
2. The Aim of the Association is to advance the education of pupils in Elburton Primary School (EPS). In furtherance of this Aim the Association may:
 - a. Develop more extended relationships between the staff, parents and other associated with EPS.
 - b. Engage in activities which support EPS and advance the education of the pupils attending it.
 - c. Provide and assist in the provision of facilities or items for education at EPS (not the responsibility of the school's financial authority to provide from core funding), as the Association in consultation with the EPS local Governing Body shall determine.
3. The Association is to be non-political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. The Association's President shall be the Head Teacher of Elburton Primary School.
6. Membership shall consist of all parents and/or legal guardians of pupils attending EPS and all Teaching and Non-Teaching Staff permanently assigned at EPS by Horizon Multi Academy Trust.
7. The management of the Association shall be vested in a committee consisting of the following Officers: Chairman, Honorary Secretary, Honorary Treasurer, Communication Officer together with a minimum of 4 other members.
8. The Chairman and Honorary Treasurer are to be a parent and/or legal guardian of a pupil attending EPS.
9. The Officer's shall be elected at the Annual General Meeting (AGM) and shall serve until commencement of the next AGM. The AGM will be held in September and will be led by the previous Chair or in his/her absence another Officer of the Association.
10. Nominations for the Officers of the Association shall be proposed and seconded by members of the Association and are to have the consent of the nominee. Nominations may be made at any time to the Honorary Secretary prior to voting at the AGM.
11. Five members of the Committee shall constitute a Quorum for decision making.
12. A Special General Meeting shall be convened at the instigation of 2 thirds of attending members or at the request in writing to the Honorary Secretary by a minimum of 10 members of the Association. Thirty days' notice shall be given of any Special General Meeting to all members of the Association.

13. The Committee may appoint sub-committees or working teams, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any sub-committee shall be reported to the Committee as soon as possible. No sub-committee or working team shall expend funds of the Association otherwise than in accordance with a delegated budget agreed by the Committee.
14. Committee meetings are to be held at minimum periodicity of once per Term.
15. The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and is to present a Financial Report for all Committee meetings. The role is also responsible for the timely presentation of duly audited or independently examined accounts for Approval by members of the Committee and subsequent annual submission through the Charities Commission to HMRC.
16. An Auditor or Independent examiner of the Accounts, who is not to be a member of the Committee, shall be appointed annually to audit the accounts and records of the Association.
17. The Financial Year of the Association is to be aligned with the Academic Year and thus run for the period 1 September to 31 August the following year.
18. The Committee shall comply with their obligations under the Charities Act 2011 dated 14 March 2012, with regard the preparation of an Annual Report and its submission to the Charities Commissionaires.
19. The Committee is to ensure compliance with regards to the Charities Act 2011 and Charities (Protection and Social Investment) Act 2016 with regards fundraising activities to demonstrate their commitment to protecting donors and the public.
20. In accordance with the administration of a charity account all payments will be authorised by two signatures. All authorised signatures will be confirmed annually at the AGM.
21. No alteration may be made to this constitution except at an Annual General Meeting (AGM) or a Special General Meeting (SGM) and called for this purpose. No alterations shall be made that would cause the Association to cease to be Charity by Law. Any alterations to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or SGM and subsequently submitted to the Charities Commission for acknowledgement and archiving.
22. The Association may be dissolved:
- by the instigation of the headteacher of Elburton Primary School on giving 28 days' notice (written) to the Chairman of the Association, or
 - by a resolution presented at an Annual General Meeting or Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting.
23. In the event of the dissolution of the Association assets will given to Elburton Primary School (EPS) for the benefit of the school once any outstanding debts and liabilities. Assets are not to be distributed to any member(s) of the Association. In the event of the of a school closure, to the school(s) which the current pupils have relocated to, in any manner which is exclusively charitable in Law. If effect cannot be given to this provision the assets can be given to another charitable organisation that is for the purpose of young children's education.
24. Any matter, not provided for in the Association's constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision will be final.

Certified a true copy of the Elburton Primary School Parent Teacher association as minuted at the Annual General Meeting on 19 September 2018.



Mrs Laura Wills
Chairman



Mr D Bradford
President



Mrs Nicola Walder
Association Member