

Long Whatton C of E Primary School

Parent Teacher Association Constitution

1. Title

The Association shall be known as the Long Whatton C of E Primary School Parent Teacher Association (often simply referred to as the PTA).

2. Aims

The aims of the PTA are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority). This includes:-

- a) promoting close co-operation and communication between parents and teachers
- b) studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c) engaging in activities which support and advance the education of the pupils attending the school, including fund raising and after school activities
- d) considering applications for funds put to the PTA from parents, teachers, and the School Council, granting funds to support such applications where the request is passed by a majority of the General Committee.

3. Membership

The Members of the PTA shall comprise of parents or guardians of children attending the school, including nursery class. Teacher representation is also encouraged.

4. Powers of the PTA

The PTA shall have the power to do anything considered by the Committee to be in furtherance of the aims. This includes the power:-

- a) to raise funds and invite and receive contributions in furtherance of the aims of the PTA
- b) to purchase, retain and sell any assets of any description
- c) to pay from the funds of the PTA all the proper costs and expenses incurred by the Committee in establishing and administering the charity and funds of the PTA.
- d) to reimburse themselves out of the funds of the PTA created in the performance or exercise of their duties and powers
- e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the Committee, required for the carrying out of the purposes of the PTA
- f) to establish and operate both current accounts and deposit accounts with bankers in the name of the PTA provided that cheques drawn on such accounts shall not be signed by less than two members of the Committee

5. Committee

The Committee of the PTA shall consist of:

1. The President (the Head Teacher of the School)
2. Chairperson

3. Vice Chairperson
4. Secretary
5. Treasurer
6. Any other teaching staff or parents

The Committee of the PTA may appoint such other members as may from time to time be deemed necessary.

Committee members will hold office for one year, being eligible for re-election. Where a Committee members position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to the Parents and Teachers and anyone who requests them.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have the deciding vote which shall be used only in the event of a tie.

6. Meetings

Meetings will be held when deemed necessary. The agenda will roughly comprise:

- Financial report / purchases
- Event planning
- AOB

7. Finance

Funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA.

The PTA's financial year shall end 31st August. **The accounts shall be reviewed annually by an independent examiner appointed by the members.**

The Committee shall be responsible for ensuring that all property/money received by/for the PTA shall be applied for the aims of the PTA.

8. Changes to Constitution

Changes will be made upon consideration by the Committee.