

**Wivelsfield Primary School  
Parent Teacher Association**

**CONSTITUTION**

1. The Name of the association shall be the Wivelsfield Primary School Parent Teacher Association.
  2. The objects of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this object the Association may:
    - i. foster more extended relationships between the staff, parents and others associated with the school and
    - ii. engage in activities which support the school and advance the education of the pupils attending it.
  3. The Association shall be non-political.
  4. All parents who have children at the school and all teachers are deemed to be members of the Parent Teacher Association. In all matters the Parent shall be that person or persons recorded in the school records as the child's carer.
  5. The management and control of the Association shall be vested in a Management Committee which shall consist of the following:
    - 8 elected Parent/Carer members and the teaching staff.
- From these shall be elected:
- i. Chairperson
  - ii. Treasurer
  - iii. Secretary
- Officers may not serve for more than three consecutive years in any one post.
6. The Association shall request the Governing Body to nominate one of their number to serve as a co-opted member of the PTA.
  7. The Chairperson shall have a second or casting vote.
  8. A member of the Committee shall forfeit his/her seat on the Committee where that member fails to attend three consecutive meetings without reasonable cause.
  9. One third of the members of the Committee shall constitute a quorum or a minimum of three, whichever is the greater.
  10. Committee meetings shall be held at least once a term at such times and places as the Committee shall direct.

11. The Annual General Meeting of the Association shall be held in October of each year. Three weeks notice of the AGM must be given and the agenda circulated to all members. In order to amend the Constitution or to adopt a motion the meeting must be quorate. Fifteen per cent of the membership must be present at the AGM to constitute a quorum.

All PTA members to be advised of any proposed changes to the Constitution at least three weeks prior to the AGM, at which they may be considered, discussed, amended and approved or rejected by those members at the AGM.

12. The Committee may appoint sub-committees as it deems necessary and shall proscribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible, and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

13. A Special General Meeting shall be convened at the request, in writing to the Secretary, of ten members of the Association. Such a meeting shall be held within thirty days of the request.

14. Vacancies arising on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.

15. At the first Committee meeting after the AGM the Committee shall elect a Vice-Chairperson from among its members.

16. Where a child leaves the school during the year then the parent, being a member of the Association, shall be deemed to continue as such until the next AGM.

17. No alteration to this Constitution may be made except at the AGM or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 17 and 20 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two-thirds of the members present and voting at an AGM or Special General Meeting.

18. The Honorary Treasurer shall keep an account of all the income and expenditure and shall submit the accounts, duly audited, at the AGM. The banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of two of the following:

- i. Chairperson
- ii. Treasurer
- iii. Secretary

The Financial Year End should be fixed at 31<sup>st</sup> July.

19. One auditor, not being a member of the Committee, shall be appointed annually at the AGM to audit the accounts and books of the Association.

20. The Association may be resolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two-thirds of these present and voting. Such a resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

21. The Association shall take out Public Liability Insurance to cover all its meetings and activities.

22. The day-to-day running of the school, its curriculum and educational methods are the responsibility of the Head Teacher and Governors.