



Settle C.E. Primary School

Parent Teacher/Friends Association

Constitution



1. Title

The Association shall be known as the Friends of Settle Primary School Parent Teacher Association (often simply referred to as the PTFA or PTA)

2. Aims

The aims of the Association 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, Pupil Council and groups within the Parent Forum and granting funds to support such applications where the request is passed by a majority of the General Committee
- e) assisting on larger scale school improvement projects as discussed and agreed at meetings

3. Membership

The Members of the Association shall comprise all parents or guardians of children attending the school (including nursery class), friends of the school and all teachers and staff employed at the school.

4. Powers of the Association

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

- a) to raise funds, invite and receive contributions in furtherance of the aims of the Association
- b) to purchase, retain and sell any assets of any description
- c) to pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.
- d) to reimburse themselves out of the funds of the Association 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 General Committee, required for the carrying out of the purposes of the Association
- f) to establish and operate both current accounts and deposit accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee

5. Office Bearers

- A. The School Link (the Deputy Headteacher of the School)
- B. Chairperson
- C. Vice Chairperson
- D. Secretary
- E. Treasurer

The Office Bearers will be elected by the Committee at the AGM at the start of each year. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's 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) an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The school link shall attend all meetings, ensure all events are cleared and confirmed by the headteacher, take a lead on certain aspects of events that require school input and coordinate overall logistics of event, supported by the PTFA members. They will also aim to be at all PTFA events where possible.

The Chairperson shall be responsible for updating the PTFA Facebook page, helping to manage the PTFA messenger group and email account and take a lead in meetings. They will help oversee and coordinated most majot events, delegating where they cannot be present/cannot help with the support of whoever they have delegated to. They shall also aim to be present at most events where possible to help coordinate events.

The Vice Chairperson shall assist the chair however needed, and support leading events by helping to coordinate other members in preparation for events.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be emailed to members who have opted in to receive PTFA emails, made available on the school website and to any member of the Association who requests them.

The treasurer shall reimburse members or pay professionals used at events with the PTFA cheque book, bank funds raised at events, help count funds raised after an event if possible (with at least one other member), help share any updates on money handling, eg. Contactless card reader, feedback on current funds available and funds spent at each AGM.

6. General Committee

The PTFA recognise that families have very different demands and not everyone can attend meetings. Therefore, the PTFA encourage members to be involved in a variety of ways that can fit around family life: some come to the half termly meetings, some help at events, others help set up events, whilst others can help by collecting items needed to run events. Members can opt to be part of the Messenger group or to receive PTFA emails. We aim to have at least 4 members in attendance to run a meeting, with at least two of these being office bearers. There is no limit to the number who can join the PTA and parents/friends do not need to formally join, other than the office bearers appointed at the AGM.

7. Annual General Meetings

The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to members at least 21 days in advance.

The business shall include:

- a) summary of the work of the Committee

- b) approval of the Accounts for the preceding year
- c) any feedback from the Office Bearers
- d) re-confirmation of this constitution (with amendments if necessary)
- e) election of members to serve on the Committee
- f) discussion of motions received

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings the quorum shall consist of no less than 5 members of the Association.

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sharing their request prior to the AGM.

8. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. 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 Association and for the administration of any cheques/reimbursements. They will submit yearly financial overviews to the Charity Commission on: <https://www.gov.uk/government/organisations/charity-commission> The treasurer will aim to count money after events with one other member. If the treasurer is unable to do this, then any 2 other members can do this. There should always be two members present when counting money.

The Association's financial year shall end on the last day of July in each year. *The accounts shall aim to be reviewed annually when possible by an independent examiner appointed at the previous AGM by the members.*

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

Charity number 1052368 and registered with the Charity Commission.

9. Alterations to the Constitution

Changes or additions must be made at an AGM called for the purpose. The proposed change shall be approved by not less than two thirds of those present.

A copy of the constitution or any amendments made to the constitution must be sent to the charity commission within 21 days of it being passed.

10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the President of the Association. Any remaining funds should be distributed for the benefit of the children at the school.