

1. ASSOCIATION DETAILS

Type of Association: Parent Teacher Association

School Name: St. Barnabas and St. Philip's Church of England Primary School

Association Name: SBSP PTA

2. OBJECTS OF THE ASSOCIATION

The objects of the Association shall be to advance the education of the pupils of the school by fund raising for the provision of facilities for education at the school.

3. THE COMMITTEE

3.1 - All members of the committee have control of the association, its property and funds. The committee members are referred to in this document as committee members.

3.2 - The committee (which includes the officers) shall consist of 5 parents, the Headteacher (ex-officio), 1 teaching staff representative. all of whom shall be nominated by their respective groups at or prior to the AGM.

Chair

Vice - Chair

Secretary

Treasurer

Publicity Officer

Committee Members / Volunteers³

3.3 - Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a

majority vote of those present.

3.4 - A committee member/trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if he or she:

3.4.1 - Is absent from three consecutive meetings of the committee without prior notification to the Secretary.

3.4.2 - Ceases to be a member of the association.

3.4.3 - Resigns by written notice to the committee.

3.4.4 - Is removed by a resolution passed by a majority of other committee members/trustees. Removal is not effective until the committee member/trustee concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

4. POWERS

The committee members have the following powers, which may be exercised only in promoting the Association's purpose ('objects'):

4.1 - To provide advice.

4.2 - To publish or distribute information.

4.3 - To cooperate with other bodies.

4.4 - To raise funds (but not by means of permanent trading).

4.5 - To acquire or hire property of any kind.

4.6 - To set aside funds for special purposes or as reserves against future expenditure.

4.7 - To employ paid or unpaid agents, staff or advisers.

4.8 - To enter into contracts to provide services to or on behalf of other bodies.

4.9 - To pay the costs of forming the association.

4.10 - To obtain and pay for goods and services as are necessary for carrying out the work of the Association.

4.11 - To consult parents on their views.

4.12 - To open and operate bank and other accounts as the committee members consider necessary.

4.13 - To do anything else within the law that promotes the objects BUT the committee shall not undertake any activity in the school premises without the consent of the headteacher.

5. MEMBERSHIP

5.1 - The Members of the Association shall comprise all parents or guardians of children attending the school (including nursery class) and staff employed at the school. PTA committee members will be appointed annually.

5.2 - Membership is terminated if:

5.2.1 - The member resigns by written notice to the association.

5.2.2 - The committee members may for good reason, regardless of whether or not this is at the request of the governing body or the headteacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of

any representations made.

6. GENERAL MEETINGS (ANNUAL & EXTRAORDINARY)

6.1 - All members are entitled to attend any general meeting of the association. Meetings can be held physically or virtually. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.

6.2 - All general meetings are called by giving 21 clear days written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.

6.3 - The quorum of the committee shall be 4, of which 2 must be committee members, 1 parent member and 1 representative of the school.

6.4 - Every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

6.5 - Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

6.6 - The association must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

6.7 - At an AGM the members:

6.7.1 - Receive the accounts of the association for the previous financial year.

6.7.2 - Receive the report of the committee members/trustees on the association's activities since the previous AGM.

6.7.3 - Elect the committee members/trustees.

6.7.4 - Discuss and determine any issues of policy or deal with any other business put before them.

6.8 - A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of the association. This requires a request in writing to the committee from 10 or more members. As a result, the committee must call an EGM (give all members of the association notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This time frame is designed to make allowances for school holidays.).

7. COMMITTEE MEETINGS

7.1 - The committee must hold at least three meetings every academic year. Meetings can be held physically or virtually. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.

7.2 - All members of the Association shall be welcome to attend committee meetings as observers.

7.3 - Only elected committee members can vote at a committee meeting, but the PTA Chair may ask for a show of hands from all members to inform the committee members. If the Chair does this, they should inform members that the committee members will make the final decision, and that the result of the show-of-hands vote will be noted by the committee to help them with their decision making.

7.4 - The quorum of the committee shall be 4, of which 2 must be committee members, 1 parent member and 1 representative of the school.

7.5 - The Chair or, if the Chair is unable or unwilling to do so, some other

committee member/trustee chosen by the members present is in charge at each committee meeting.

7.6 - Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is in writing (including by email) and signed by all committee members/trustees is equally valid. The resolution will be treated as passed on the date of the last signature.

7.7 - Except for the Chair of the meeting, who has a second or casting vote every committee member/trustee has one vote on each issue.

8. POWERS OF THE COMMITTEE

The following powers are available to the committee to help run the association:

8.1 - To delegate any functions of the committee to sub-committees. These must consist of two or more persons appointed by the committee but at least one member of every sub-committee must be a committee member/trustee. All sub-committee proceedings must be promptly reported to the main committee.

8.2 - To make rules consistent with this constitution about the committee and sub-committees, to govern proceedings at general meetings and generally about the running of the association including the operation of bank accounts and the management of funds.

9. RECORDS & ACCOUNTS

9.1 - The committee must keep proper records of:

9.1.2 - All proceedings at general meetings.

9.1.3 - All proceedings at committee meetings.

9.1.4 - All reports of sub-committees.

9.2 - Annual reports and statements of accounts relating to the association must be made available for inspection by any member of the association.

10. FINANCIAL YEAR

10.1 - The financial year for the Association shall run from the 1st September to 31st August.

10.2 - The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM.

10.3 - The bank account shall be in the name of the association and withdrawals shall be made in the name of the Association on the signature of any two of the officers.

11. NOTICES

11.1 - Notice of any general meeting of the association may be sent by hand, by suitable electronic communication (email) or in any newsletter distributed by the association to its members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.

11.2 - A technical defect in the giving of notice which the members or committee members are unaware of at the time does not invalidate decisions taken at a general meeting.

12. AMENDMENTS

This constitution may be amended at a general meeting of the association by a two-thirds majority of the votes cast but:

12.1 - The members must be given 21 clear days notice of the proposed amendments.