

## SALTFORD PRIMARY SCHOOL PARENT TEACHER ASSOCIATION (PTA) CONSTITUTION

The Saltford C of E Primary School Parent and Teacher Association (PTA) is made up of parents and/or guardians of the pupils attending the school and the teaching staff. These individuals are known as 'Members' of the Association.

### AIMS

- a) to promote close co-operation and communication between parents and teachers
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- c) to engage in activities which support and advance the education of pupils attending the school

### POWERS

The PTA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

### NUMBER OF COMMITTEE MEMBERS

The membership consists of parents/carers of children attending Saltford Primary School and school staff as selected by the members.

### GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in November each year. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance. The business shall include:- a) the work of the PTA

- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the members
- e) election of committee members to serve on the PTA

At all general meetings voting shall be on the basis of one vote per PTA Committee member present at the meeting.

At all general meetings the quorum shall consist of 4.

The PTA Committee or 12 of the members shall have power to call an Extraordinary General Meeting.

### PTA MEMBERSHIP

Members of the PTA Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The committee members will be elected at the AGM.

The PTA Committee may elect between 15 and 20 additional members to help carry out its functions. The committee members shall retire at the AGM but shall be eligible to be reelected.

Each member of the PTA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A member of the PTA committee failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA.

### MEETINGS

Meetings of the PTA shall be held as required. At all meetings of the PTA a third of members, at least four of whom are committee members, shall form a quorum. All PTA meetings shall be open and any member may attend although they will not have voting rights.

### FINANCE

The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. We have access to online banking to ensure swift payments. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

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

## CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or a PTA meeting called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## DISSOLUTION

In the event that the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school as necessary.