

# Seabrook Church of England Primary School PTA Constitution

The Association shall be known as the Seabrook Church of England Primary School Parent Teacher Association (often simply referred to as the PTA)

## 1. 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.

## 2. Membership

The Members of the Association shall comprise all parents or guardians of children attending the school and all teachers employed at the school.

## 3. 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 and 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

4. Office Bearers

- A. The President (the Head Teacher of the School)
- B. Chairperson
- C. Vice Chairperson
- D. Secretary
- E. Treasurer
- F. Minute Secretary

The Office Bearers of the Association shall consist of:

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the first meeting after the AGM. 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) 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 or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Minute 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 Parent Council and to any member of the Association who requests them.

5. General Committee

The business of the Association shall be managed by a Committee of no more than 25 members, consisting of

21 parents, 3 teachers and the Head Teacher.

Members of the Committee shall be appointed at the AGM. They shall be elected for a period of 3 years or until the AGM immediately following three years' service should they join mid-term. No one may stand for re-election within 2 years of their leaving the Committee.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Where a member of the Committee fails to attend regular meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

Meetings of the General Committee shall be held as required during term time. At all meetings of the Committee a third of General Committee Members, at least two of whom are Office Bearers, shall form a quorum.

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

A representative from the PTA General Committee will attend Parent Council meetings and a representative from the Parent Council will also attend PTA General Committee meetings to ensure good communications between the two groups.

#### 6. Annual General Meetings

The Annual General Meeting (AGM) shall be held in Term 1 each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include-

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) appointment of an independent examiner of the Accounts
- d) receipt of reports of the Office Bearers
- 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.

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power a call Extraordinary General Meeting (EGM).

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

#### 7. 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 The Dean Park Giving Scheme, the regular giving scheme for the parents and supporters of Dean Park Primary School.

The Association's financial year shall end on the last day of July in each year. The accounts shall be reviewed annually 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.

8. Alterations to the Constitution

Changes or additions must be made at an AGM or an EGM 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.

9. 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.

## **Role of Chair Person**

### **Main purpose of the role**

The Chair directs your meetings, making sure everyone's views are heard and everyone is involved in the meeting. They should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

### **Duties and key responsibilities**

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting

- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Writes the annual report for the association (with the Secretary)
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Making sure the association is GDPR compliant

### **Key skills**

- **Confident and assertive** –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- **Ability to remain impartial** – make sure contributions are brief and ensure everyone's views are respected.
- **Calm, friendly and approachable** – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- **Organised and able to delegate** – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

## **Role of Treasurer**

### **Main purpose of the role**

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. They should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

### **Duties and key responsibilities**

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.

**Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).**

### **Key skills**

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure.

- **Organised with an eye for detail** – big events involve counting a lot of small change. The Treasurer leads the ‘money’ team, making up floats and collecting money from various stalls.
- **Calm, approachable and a team player** – it’s a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

### **Role of Secretary**

#### **Main purpose of the role**

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

#### **Duties and key responsibilities**

- Prepares for meetings (with the Chair)
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
- Making sure that the association is GDPR compliant
- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

#### **Key skills**

- **Organised and efficient** – keeps accurate records in a format that can easily be handed over to successor.

- **Good listener** – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.
- **Calm, friendly and approachable** –able to communicate confidently with the school and committee.

### **Charity Trustees**

Seabrook CEP PTA is a registered charity, all committee members automatically become trustees of the charity. If you would like to consider yourself for nomination to become a committee member, please read the Charity's Commission publication.