



Parent Teacher Association of Castlefield School **Constitution**

1. Title

The Association shall be known as the Castlefield School Parent Teacher Association (often simply referred to as the 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) engaging in activities which support and advance the education of the pupils attending the school, including fund raising activities
- c) considering applications for funds put to the PTA from parents, teachers, Pupil Council and granting funds to support such applications where the request is passed by a majority. Only where these requests meet the priority of the school objectives and are approved by the school, will the funds be granted.

3. Limitation of the purposes of the Association

Nothing in these rules shall permit the Association, or any of its Committees to interfere in the administration or management of the school.

4. Membership

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

5. Powers of the Association

The Association shall have the power to do anything considered by the 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, pertaining to authorised PTA activities
- c) to authorise spending from the funds of the Association all the proper costs and expenses incurred by the Committee in establishing and administering the Associations functions
- 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 Committee, required for the carrying out of the purposes of the Association

6. Office Bearers

The Office Bearers of the Association shall consist of:

The President (the Head Teacher of the School)

Chairperson

Secretary

Treasurer

The General Committee of the Association may elect such other Office Bearers as may from time to time be deemed necessary, subject to amendment of the constitution at the AGM.

All proposed changes to the constitution must be approved by the Headteacher

The Office Bearers will be elected by the General Committee at the AGM. Office Bearers will hold office for one year, being eligible for re-election. The exception to this is as follows: the inaugural committee was formed in January 2024 and the members of this committee will remain in post until the elections at the AGM in Term 1 2025. 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.

No one of these Officers can continue to hold one office for more than three years, However, if a vacancy remains unfilled at the time of the first meeting of the Committee elected at the Annual General Meeting, the Committee may, at their discretion, invite the retiring Officer to serve, even though that person has already served for three years or more in that position.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies will be published publicly.

General Committee

The General Committee is defined as all Parents/Guardians and school staff in attendance at meetings.

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, or fails to communicate in a way that promotes the function of the PTA, the General Committee reserves the right to ask the member to step down. Irregular attendance is defined as missing 2 meetings in a row or 2 committee meetings in a year.

Meetings of the Committee shall be held as required during term time, but as a minimum once a term. At all meetings of the Committee, two thirds of office bearers must be in attendance to 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 chair shall have the deciding vote which shall be used only in the event of a tie.

The Committee may appoint subcommittees, and shall prescribe their function, provided that any business shall be reported to the Committee as soon as possible, and provided that no subcommittee shall spend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

Annual General Meetings

The Annual General Meeting (AGM) shall be held in term 1 of each academic 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) presentation of the Accounts for the preceding year
- c) acknowledgement 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 two thirds of outgoing office bearers .

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power to call an 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.

Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the School (by the School Business Manager).

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association

The Association's financial year shall end on the last day of the school's financial year (August 31st) in each year. The accounts shall be reviewed annually by an independent examiner appointed by the school.

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.

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.

All proposed changes to the constitution must be approved by the Headteacher

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 those members present at the relevant AGM/EGM (voting in person) and must include the President of the Association. Any remaining funds will be donated to the school for the benefit of the children at the school.