



Saint Nicholas' Primary School
Parent Teacher Association
Constitution

Updated: 4 October 2024

1. Title

The association shall be known as the Saint Nicholas' Primary School Parent Teacher Association (often simply referred to as the St Nicholas' PTA).

2. Aims

The aims of the Parent Teacher Association are to advance the education and wellbeing of the pupils of Saint Nicholas' Primary 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.

3. Powers of the Association

The PTA 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 to purchase, retain and sell any assets of any description
- b) to pay from the funds of the PTA all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.
- c) to reimburse themselves out of the funds of the PTA created in the performance or exercise of their duties and powers
- d) to establish and operate a current bank account in the name of the PTA as necessary
- e) to take out the relevant insurance (public liability and personal accident cover) to cover association meetings, activities, committee members, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association where required
- f) to enter into contracts to provide services to or on behalf of other bodies
- g) to pay the costs of forming the association
- h) 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 head teacher.

4. Membership

- a) Members of the PTA comprise of the parents, guardians or carers of any pupils currently attending Saint Nicholas' Primary School. Parent staff, teaching and non-teaching staff currently employed by the school wishing to offer appropriate support or help to the school can also be accepted by the Association as a member.
- b) The PTA shall operate as a separately constituted organisation from the Saint Nicholas' Parent Council.
- c) Membership of the PTA is terminated if the member dies, or if the member resigns by written notice.
- d) The committee members may for good reason, regardless of whether or not this is at the request of the governing body or the head teacher, exclude any person from the PTA 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 and might bring the PTA into

disrepute. Removal is not effective until the member concerned has been notified in writing.

5. Annual General Meeting

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 provided the non-receipt of such notice by any member shall not invalidate the meeting. All members are entitled to attend the AGM.

The AGM business shall include:

- a) The work of the committee
- b) Approval of accounts for the preceding year
- c) Receive the report of the committee members on the PTA's activities since the previous AGM
- d) Receipt of reports of the office bearers
- e) Elections of members to serve on the committee
- f) Discussion of motions received

At all AGMs, voting shall be on the basis of one vote per member present at the meeting.

At all AGMs, the quorum shall consist of no less than 5 members of the PTA.

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 PTA shall have the right to raise a motion to be voted on at the AGM by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

6. Finance

Funds of the PTA 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 PTA.

The PTA's financial year shall end on the last day of July each year.

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

7. Changes 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.

8. Dissolution of the PTA

If it becomes necessary to dissolve the PTA, 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 chairman of the Association. Any remaining funds should be distributed for the benefit of the children at the school.