

## **Milton Road Primary School's Parent Teacher Association Constitution**

1. The Association shall be called the Milton Road Primary School's Parent Teacher Association.
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-
  - ✧ Develop more extended relationships between the staff, parents and others associated with the school.
  - ✧ Engage in activities which support the school and advance the education of the pupils attending it.
  - ✧ Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.
3. Membership shall consist of all parents and/or guardians of pupils attending the school, and all Teachers, and such other interested persons as mayb be agreed by the Committee.
4. The Association shall be non-sectarian and non-party political.
5. The Head Teacher shall act as Honorary President.
6. While the school undertakes to consider the opinions and suggestions of the Association, the Head Teacher and Governors of the school must remain the final arbiters on any matters concerning the educational policy of the school.
7. Funds shall be raised where necessary in order to implement the object of the Association.
8. The management of the Association shall be vested in a committee consisting of:-
  - ✧ At least six parents and three members of the teaching staff. Members shall retire annually and shall be eligible for re-election.
  - ✧ The Committee shall elect a Chair, a Vice-Chair, a Secretary and a Treasurer from among themselves.
  - ✧ Vacancies occurring during the year shall be filled by nomination of the Committee.

- ✧ A quorum shall consist of not less than five members.
- ✧ The Committee shall be elected at the AGM and shall hold office until the next AGM but the co-opted Committee members may be co-opted by the Committee at any time and shall hold office until the next AGM.

#### 9. Election Procedure

- ✧ The teaching members of the Committee shall be elected by the teaching staff of the school.
- ✧ The parent Committee members shall be elected at the Annual General Meeting.
- ✧ Nominations shall be proposed and seconded by members of the Association and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General meeting.

10. Committee meetings shall be held at least once a term.

11. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

12. An AGM must be held in every year.

13. At an AGM the members:

- ✧ receive the accounts of the Association for the previous financial year
- ✧ receive the report of the Committee on the Association's activities since the previous AGM
- ✧ elect the Committee
- ✧ appoint an independent examiner or auditor for the Association
- ✧ may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Association
- ✧ discuss and determine any issues of policy or deal with any other business put before them

14. An EGM may be called at any time by the Committee and must be called within 21 days after a written request to the Committee from at least 10 members.
15. Records and Accounts: The Committee must comply with the requirements of the Charities Act 1993 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Commission of:
  - ✧ annual reports
  - ✧ annual returns
  - ✧ annual statements of accounts
16. The Committee must keep proper records of:
  - ✧ all proceedings at general meetings
  - ✧ all proceedings at Committee meetings
  - ✧ all reports of sub-committees
17. Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association.
18. Bank accounts shall be operated in the name of 'Milton Road Primary School PTA' and withdrawals shall be made on the signatures of any two of those Officers of the Association determined by the Committee.
19. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
20. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
21. No alteration to this Constitution may be made except at the Annual General Meeting or an Extraordinary General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 21 and 23 and no alterations shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or Extraordinary General Meeting.

22. Any suggestions for alteration, addition or amendment of the Constitution shall be made in writing 21 days before the Annual General Meeting or Extraordinary General Meeting.

23. The Association may be dissolved by a resolution presented at an Extraordinary General Meeting called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of school closure to the school(s) to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

Amended at AGM on 14.07.04 & EGM on 9.9.04

Typed from paper copy by Sabine Buchholz (PTA co-chair) on 15.01.2013