



Midsomer Norton  
Primary School

## **Midsomer Norton Primary School**

### **Parent Teachers Association (PTA) – Constitution**

#### **1. Title**

The Association shall be known as the Midsomer Norton Primary 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/ Academy Trust). 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 staff and the Champions for Change (Pupil Council) and granting funds to support such applications where the request is passed by a majority of the General Committee.

#### **3. Membership**

The Members of the Association shall comprise all parents or carers of children attending the school (including the nursery classes) and all teachers and staff employed at the school.

#### **4. 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.

The current signatories are:

- Jodie Plummer
- Jo Guy
- The treasurer will be added to the list of signatories.

## **5. Office Bearers**

The Office Bearers of the Association shall consist of:

- A. Chairperson
- B. Vice Chairperson (the Head Teacher of the School)
- C. Secretary
- D. Treasurer
- E. Social Media Secretary

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 from any volunteers who come forward.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be published and made available to the to any member of the Association who requests them, once approved at the following PTA meeting.

The office bearers are legally responsible for ensuring that all matters pertaining to finance and other legal matters are fully met.

## **6. General Committee**

The general committee consists of the office bearers and a minimum of one staff representative other than the Head teacher and treasurer.

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 year's service should they join mid-term.

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 minimum of 4 members of the committee 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.

A full PTA meeting to which all members are invited will be held a minimum of once a long term.

## **7. Annual General Meetings**

The Annual General Meeting (AGM) shall be held in October or November 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 auditor 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 6 members of the Association.

The General Committee or a minimum of 25 PTA 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.

## **8. Finance**

Funds of the Association shall be lodged with Natwest bank 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.

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 auditor 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.

## **9. 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.

## **10. 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 a quorate AGM or EGM with members voting in person plus the Head Teacher of the School. Any remaining funds should be distributed for the benefit of the children at the school.