



St Mary's Hampton Church of England Primary School

Constitution – Parents Teachers Friends Association

1. The name of the Association shall be the St. Mary's Parents, Teachers and Friends Association (P.T.F.A.).
2. The object of the Association is to advance the education of the pupils of the school and encourage co-operation between home and school. In furtherance of this object the Association may:
 - (i) Develop more extended relationships between the staff, parents and others associated with the school.
 - (ii) Engage in activities that support the school and advance the education of the pupils attending it,
 - (iii) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee, in consultation with the Governing Body, shall from time to time determine.
 - (iv) Enhance the partnership between home and school,
3. Every parent /carer of a child, every staff member and every governor in the school is automatically a member of the PTFA
4. The association shall be non-political.
5. Membership of the Association shall be open to all teaching staff, parents/guardians with children attending the school. Past parents/guardians, grandparents, friends of the school ancillary staff and Governors may be accepted as "friends" (hence P.T.F.A.) and shall be entitled to full membership.
6. Management of the Association shall be vested in a committee.
 - (i) The maximum the Committee shall be is twelve. This will include a representative for each class.
 - (ii) A quorum for the Committee shall be four (1/3), The Chairperson shall have a casting vote.
7. Committee meetings to be held at least once a term. These meetings shall be open to all members of the Association but only Committee members may vote.
8. The Committee shall elect;
 - (i) A Chairperson

(ii) A Vice-Chairperson

(iii) A Treasurer

(iv) A Secretary

There will be at least one staff member and one “friend” on the committee. A member of Staff (other than the Head) may be nominated by the Head to serve on the Committee.

9. (i) The election of the Officers and the Committee shall take place at the AGM. They will serve until the next AGM. Whilst the committee is re-elected each year there will be some succession planning to ensure that not all officers change in the same year.

(ii) A committee member may serve for no more than four consecutive years

(iii) Vacancies arising after the AGM may be filled by the co-opting of any member of the Association on to the Committee, Such persons may serve on the Committee for the remaining length of time the original member would have served.

10. The A.G.M. shall be held in January. All members shall be invited to attend and shall be invited to forward, before the date of the A.G.M, items for the agenda and nominations for Committee members.

11. The Head teacher shall be the President of the Association and an ex-officio member of the Committee.

12. The names of vice-presidents may be submitted at the A.G.M. (These are usually people the Association wishes to honour.)

13. The Committee's proposed activities shall be decided in consultation with the Head teacher.

14. The Secretary shall be responsible for keeping the minutes of the meetings and for the correspondence of the Association.

15. The Treasurer shall be responsible for all monies and shall keep an account of income and expenditure,

16. The class representatives will liaise with the class teacher as appropriate and undertake responsibility for updating parents of that class of any specific information.

17. All correspondence to parents from the PTFA will be publicised in the name of the school, and checked by the Headteacher or representative prior to publication. The PTFA link news and events within the school newsletter.

18. Any tasks directed to working parties (*eg: to organise specific events / take on specific responsibilities*) of parents, teachers, friends who are tasked by the PTFA committee must report back to the committee, and operate in the name of the school.

19. The bank account(s) shall be in the name of 'St. Mary's Hampton Parents' Association' and withdrawals shall be made in the name of the Association on the

signature of any two of the following; Chairperson, Treasurer or Secretary. The account(s) shall be audited annually by two persons who are not members of the Committee. (The financial year end of the Association shall be 31st August).

20. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities. Officers and Committee.

21. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instruction for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed amongst 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 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 shall be given to some other charitable purpose.

22. Special General Meetings may be called at the written request of a minimum of ten members of the Association.

23. Thirty days' notice shall be given to all members of the Association of any Special General Meeting.

24. The committee will meet a minimum of once per term; Minutes of these meetings will be available in school in the public domain. In addition – once per term – an open meeting will be held for all interested parties to outline the forthcoming events.

25. Any matter not provided for in the Constitution and concerning the organisation and/or activities of the Association shall be dealt with by the Committee whose decision shall be final.

26. No alteration to this Constitution may be made except at the A.G.M and a Special General Meeting called for this purpose. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at the A.G.M. or Special General Meeting. No amendments or alteration shall be made without the prior written permission of The Charity Commission to Clauses 2, 17, or 21. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a Charity at law

Constitution dated 27.11.13. Approved by full Governing Body.