



## **PTFA Constitution**

The name of the Association shall be "*The High School Leckhampton Parents Teachers and Friends Association*" otherwise known as the PTFA and referred to herein as the "Association".

The object of the Association is to advance the education of pupils in the school. In furtherance of this object the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of the pupils attending it.
- c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee shall from time to time determine after consultation with the relevant parties.

The Association shall be non-party political and non-sectarian.

The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee. (*Note: Membership of the National Confederation of Parent Teacher Associations automatically provides this cover of which the Association is and will remain a member*).

The Association may appoint a President and Vice Presidents.

The names of the President and Vice Presidents shall be submitted at the Annual General Meeting. (These are usually people the Association wishes to honour).

Membership shall consist of all parents and/or guardians of pupils attending the school and all Teachers. If other adults (those without parental responsibility for a child on role) would like to join as a 'Friend' of the school, they should be considered as Associated Members, without voting rights.

The management of the Association shall be vested in a Committee consisting of the following Officers: Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer together with up to twelve (12) other members including the Headteacher.

The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.



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Five (5) members of the Committee shall constitute a quorum. This must include: Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer and the Headteacher. The Committee shall have the power to co-opt a maximum of two (2). 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.

Committee meetings shall be held at least once each term.

The Annual General Meeting will be held on the Thursday evening of Week 39 in each year.

At the Annual General Meeting, the chair shall be taken by the Chairperson or in the Chairpersons absence the Vice Chairperson of the Committee.

Nominations shall be proposed and seconded by members and should have the consent of the nominee.

Nominations may be made at any time prior to the commencement of the Annual General Meeting.

The Committee may fill casual vacancies by co-option until the next Annual General Meeting.

An auditor or independent examiner reasonably considered by the Committee to be competent to examine the accounts, who is not a member of the Committee, shall audit or independently examine the accounts and books of the Association.

Special General Meetings may be called at the written request of a minimum of 10 members.

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

The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial report to all Committee meetings and shall present the accounts duly audited or Independently examined for approval by the members at the Annual General Meeting.

Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association.

The financial year shall commence on 1 September.



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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.

No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose.

Alteration to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.

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 must give instructions for the disposal of any 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 a school closure to the school to which the majority of children of the closing school will go.

May 2021