

CAM HOPTON PTA

"Where Parents and Teachers come together"



CAM HOPTON ASSOCIATION (PTA) CONSTITUTION

AIMS

- To promote close co-operation and communication between parents and teachers
- To coordinate activities which raise funds and ensure that these funds are spent to the furtherance of the education and welfare of pupils attending the school. (These are usually 'extras' that the school budget would not cover and make the children's experience more fulfilling and exciting.)
- To engage in activities which support and advance the community spirit among all those who attend the school and beyond

POWERS

The PTA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

MEMBERS OF THE PTA

Members of the PTA are the parents, guardians or carers of any pupil currently attending Cam Hopton C of E Primary School and the teaching and non-teaching staff currently employed by the school.

Membership is terminated if:

- the Member dies
- the Member resigns by written notice to the Association
- 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 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 or might bring the Association into disrepute. Removal is not effective until the Member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance.

The agenda shall include:-

- a) the work of the PTA – a summary and review of the previous 12 months
 - a) approval of the accounts
 - b) appointment of an individual who will review the annual accounts
 - c) any resolutions submitted by the members
 - d) election of the committee members
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- At all AGMs voting shall be on the basis of one vote per parent/full PTA Committee member present at the meeting.
 - At all AGMs the quorum shall consist of two thirds of the attendees

PTA COMMITTEE MEMBERSHIP

- Members of the PTA Committee shall be appointed at the AGM.
- They shall be elected for a one year term and be eligible for re-election.
- The minimum number of committee members is 2.
- The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the PTA Committee at the first meeting after the AGM.
- The PTA Committee may co-opt up to 20% of the committee to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.
- Each member of the PTA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.
- The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.
- A member of the PTA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA Committee.
- The PTA committee may delegate any functions of the Committee to sub-committees. These must consist of two or more persons appointed by the Committee but at least one member of every sub-committee must be a committee member. All sub-Committee proceedings must be promptly reported to the main Committee.

MEETINGS

- Meetings of the PTA shall be held as required; but there will be no fewer than 3 each year.
- At all meetings of the PTA a third of members, at least two of whom are office bearers, shall form a quorum.
- All PTA meetings shall be open and any member may attend although they will not have voting rights.

FINANCE

- The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTA Committee members.
- The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the PTA Committee and whom everyone trusts.

- The PTA shall be responsible for ensuring that all property/money received by/for the members/PTA Committee shall be applied for the aims of the PTA.
- The Committee must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission.

AGREED FUNDS FOR THE SCHOOL

The PTA will decide how the funds are to be spent with a two thirds quorum.

The following funds will be provided by the PTA annually; as long as the money is available and does not place the PTA in a financial situation where it can no longer operate in line with its aims:

- £100 per class to be spent at the discretion of the class teacher.
- The PTA will provide no less than 1 'activity' per academic year, which involves the whole school with the primary purpose of advancing the education of all the children. Alternatively, the PTA will provide 1 'activity' per academic year for KS1 and 1 'activity' for KS2.
- The PTA will agree an annual project with the school which will be the focus of the annual fundraising activities. The project may continue for longer than a year if additional funds need to be raised.
- If the school formally requests funds for a particular activity, it is to be discussed at the next meeting; a decision, or actions regarding the request, is to be made at that same meeting. If an earlier response is required, due to deadlines or planning constraints, then the PTA will discuss and reach a decision via email.
- All suggestions on how the money might be spent, when made by a member of the PTA, will be given fair consideration.

CHANGES TO THE CONSTITUTION

- Changes or additions must be made at an AGM; or an Emergency General Meeting (EGM) will be 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.

DISSOLUTION

In the event that the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or the Hopton Trust as necessary.

ADOPTED AT A MEETING HELD

AT (Place)	Cam Hopton School Hall
ON (Date)	18 th September 2024
NAME OF CHAIR	Kelly Mackenzie and Jess Harvey
SIGNATURE	<i>Signed copies held on file</i>