

# ST. POLYCARP'S SCHOOL PARENT TEACHER ASSOCIATION

## CONSTITUTION

The name of the association shall be **St. Polycarp's Parent Teacher Association (PTA)**.

### 2. Objectives

The objective of the Association is to advance the education and well-being of pupils at the school. In furtherance of this objective, the Association may:

- Foster positive relationships between staff, parents, carers, and the wider school community.
- Support and promote the school's ethos and values.
- Organise and fundraise for projects and activities that benefit pupils and enhance their educational experience.
- Provide and assist in the provision of resources and facilities for the school, beyond those funded by the Local Authority.
- Ensure an inclusive and diverse approach in all activities, fostering a sense of belonging for all members of the school community.

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

### 3. Insurance and Legal Compliance

The Association shall:

- Maintain **Public Liability and Personal Accident Insurance** to cover its meetings, activities, officers, and committee.
- Adhere to **GDPR (General Data Protection Regulation) requirements** regarding the storage and use of personal data.
- Ensure that all events and fundraising activities comply with relevant **charity laws and safeguarding policies**.

### 4. Membership

Membership shall consist of:

- All **parents, carers, and guardians** of pupils attending the school.
- All **staff** currently employed by the school.

## 5. Management & Committee Structure

The Association shall be governed by a **Committee**, which will be responsible for decision-making and day-to-day operations. The Committee shall include:

- **Officers:**
  - Chairperson
  - Vice Chairperson (or co-chair and no vice)
  - Honorary Secretary
  - Honorary Treasurer
- **Additional Members:**
  - Teacher representative
  - Up to ten other members, including at least one school staff member and one school governor.

## 6. Election & Term of Office

- The **Officers and Committee members** shall be elected at the **Annual General Meeting (AGM)** and shall serve a term of **one year** until the next AGM.
- The Committee may **co-opt up to three additional members** to bring in specific skills or expertise. Co-opted members shall have voting rights.
- The Committee may form **subcommittees** for specific projects, provided all decisions and expenses align with a budget agreed upon by the Committee.

## 7. Meetings & Decision-Making

- **Committee Meetings:** Held **at least once per term**. A quorum shall be **five members**, including at least one Officer.
- **Annual General Meeting (AGM):**
  - Held **by the end of October** each year.
  - Chaired by the Chairperson (or Vice Chairperson in their absence).
  - A quorum of **twenty members** is required.
  - AGM notifications will be shared via **email, school newsletters, and the PTA website** at least **21 days in advance**.
- **Special General Meetings (SGM):**
  - May be called by the Committee or by a written request from at least **twenty members**.
  - **Fourteen days' notice** shall be given.
  - The agenda and motions will be circulated in advance

## Meeting routine

September	AGM (20 attendees)  Review of policies and procedures  Opting in of members.
January	Housekeeping  Planning review
April	Review of goals versus aims set out at the AGM.  Review of activities and events still to come.
July	PIR of Summer Fair  Advertise the AGM and positions to be filled pre end of term.  Conclusion of the year ready for AGAR and AGM.

## 8. Nominations & Casual Vacancies

- Nominations must be **proposed and seconded** by members, with the nominee's consent.
- Nominations may be submitted up to **48 hours before the AGM** to the Secretary.
- The Committee may **fill casual vacancies** by co-opting members until the next AGM.

## 9. Financial Governance & Transparency

- The **Honorary Treasurer** shall:
  - Keep **accurate financial records** of all income and expenditure.
  - Present a **financial report at each Committee meeting**.
  - Prepare an **annual financial statement**, audited by an independent examiner, for approval at the AGM.
- **Bank Accounts** shall be operated in the name of the Association, with withdrawals requiring **dual authorisation** from any two of four nominated officers.
- The financial year shall **run from 1st September to 31st August**.
- The Committee shall ensure compliance with **charity regulations**, including submission of financial reports to the Charity Commission (if applicable).

## 10. Safeguarding & Conduct

- All PTA activities and events must comply with the school's **safeguarding policies**.
- Committee members and volunteers shall uphold **inclusive, respectful, and ethical conduct** at all times.
- Any conflicts of interest must be declared and recorded in Committee minutes.

## 11. Amendments to the Constitution

- Changes to the Constitution may only be made at the AGM or an SGM called for this purpose.
- Amendments require the **assent of two-thirds** of the members present and voting.
- Changes that impact the Association's charitable status require **prior written approval from the Charity Commission**.

## 12. Dissolution of the Association

- The Association may be dissolved by a **resolution** passed by **two-thirds of those present and voting** at an SGM.
- Any remaining assets **shall not be distributed among members** but must be donated to the school for the benefit of the pupils. If the school closes, assets shall be transferred to another charitable cause that benefits children's education.

## 13. Availability of the Constitution

A copy of this Constitution shall be:

- Available **on request** from the Secretary.
  - Published on the **PTA section of the school website**.
  - Included in the **school prospectus for new members**.
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