

Paulton PTA Constitution

1. Name

The name of the Association is the THE PARENT-TEACHER ASSOCIATION OF PAULTON SCHOOLS (PTA). Charity Number: 310207

2. Objects

To advance the education of the pupils of the Paulton Junior School and Paulton Infants School by providing and assisting in the provision of facilities for education at the schools (not normally provided by the LEA or MAT), and as an ancillary thereto and in furtherance of these objects the PTA may:

- a. Foster more extensive relationships between the staff, parents and others associated with the school; and
- b. Engage in activities which support the schools and advance the education of and benefit the pupils attending them.

3. Limitation of the purposes of the Association

Nothing in these rules shall permit the Association, or any of its Committees to interfere in the administration or management of the school.

4. Membership

All members of staff, the governing body and parents or guardians of children attending the school are welcomed as members. Other people with an interest in furthering the objects of the Association may apply for membership, and be admitted at the discretion of the Committee.

5. Officers and Annual General Meeting

- a. The Headteachers shall be Co-Presidents of the Association.
- b. The other Officers shall be the Chair, Secretary, and Treasurer, as named on the Charity Commission, to be elected annually at the Annual General Meeting. In special circumstances officers may be co-opted until the next AGM. No one of these Officers can continue to hold one office for more than three years, but is eligible for election to another post. After one year has elapsed, a person is eligible to serve for up to three years in a previous post. If a vacancy remains unfilled at the time of the first meeting of the Committee elected at the Annual General Meeting, the Committee may, at their discretion invite the retiring Officer to serve, even though that person has already served for three years or more in that position.
- c. The Annual General Meeting shall be held in the autumn term and 14 days' notice of this meeting shall be sent to all members. A quorum shall comprise of 5, including 1 representative from each school. A special General Meeting may be called at the written request at the Committee's discretion. 14 days' notice shall be given of any Special General meeting to all members of the Association.

6. Committee Members

- a. The management of the Association shall be in the hands of the Association Committee, consisting of the Chair, Secretary, and Treasurer together with a maximum of 25 other Committee members. All Committee members must be elected at the Annual General Meeting. In special circumstances committee members may be co-opted until the next AGM.
- b. Committee meetings shall be held at least once per term. 50% of the Members of the Committee, plus a representative from one of the schools shall constitute a quorum.
- c. The Committee may appoint subcommittees, and shall prescribe their function, provided that any business shall be reported to the Committee as soon as possible, and provided that no subcommittee shall spend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

7. Finance

Bank accounts shall be operated in the name of the Association.

- a. The Association has power to accept donations, subscriptions or otherwise raise funds for the purpose of the Association, to the extent that such activity should not include permanent trading.
- b. Cheques shall be signed by two Officers
- c. The accounts shall be kept by the Treasurer and shall be audited by one other Officer.
- d. Event expenses will be paid within 7 days of an event providing that receipts are presented. No payments of expenses will be made on the day of an event.
- e. For security reasons, the Treasurer and one other Committee Officer will regularly remove money from the high earning stalls at any Event. The amount taken by the Treasurer will be noted down and left in the money box.
- f. At any large Event, only 2 or 3 persons (to include the Treasurer or if the Treasurer is not available, one other Officer) are permitted to be present and to count up the money at the conclusion of the event. This will take place in a locked room with no access to other persons.
- g. All monies to be collected from all stalls by Officers before the counting starts.
- h. Where possible two Officers will take all monies from Events to be banked as soon as is possible post event and no later than two weeks after the event. All money is to be kept locked in the safe until such time as it is banked. If it is not possible to have two Officers, then there must be still 2 persons, one of whom is to be an Officer.
- i. Two Officers, can agree in writing, a spend of up to £500 outside of a PTA meeting. However where possible all expenditure to be agreed at a PTA Meeting. Any expenditure agreed by the Officers outside a Meeting, should be declared at the next Meeting so that it can be minuted.

8. Spending Funds & Asset Distribution

- a. The PTA will request from each school a formal wish list of items or projects at least once a year. Staff, parents and pupils may also submit suggestions via a dedicated suggestion box or email ahead of Committee meetings.
- b. The Committee will review all wish list items termly. Approved items require both Committee and Headteacher sign off before purchase.
- c. Whenever possible, the PTA will purchase items or services directly and donate them to the school, rather than handing over cash. This ensures financial control and an audit trail.
- d. When cash donations are given for approved projects, the school must issue a detailed receipt from the PTA, stating the purpose and total amount (including VAT if applicable) .
- e. Funds will be allocated as follows:
 - i. Following a vote at a PTA committee meeting for specific wish list items.
 - ii. For joint-school events, net profit is split 50:50 between the two schools in the accounting log.
 - iii. For single-school events, all funds raised go towards that school's wish-list-approved spending.
- f. The PTA bank account will retain a maximum of £500 in reserves, plus up to £500 total cash float across schools at year end. Reserves and float levels will be reviewed annually to ensure sufficient coverage for upcoming commitments .

9. Amendments

No alteration to this Constitution may be made except at the Annual General Meeting or at a Special General Meeting called for the purpose. No amendments or alterations shall be made without the prior written consent of the Charity Commissioners to Clauses 2, 8 and 9, and no amendment shall be made which could cause the Association to cease to be a charity at law. Alterations to the Constitution shall receive the assent of two thirds of the members present, and voting at an AGM or Special General Meeting.

10. Dissolution

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 instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association, but will be given to the school, or in the event of a school closure, to the School to which the majority of the children in the closing School will go, in any manner which is exclusively charitable at law. If effect cannot be given to this provision, then the assets may be given for some other charitable purpose.