

HARTLEY PRIMARY ACADEMY

PARENT TEACHER

ASSOCIATION



Constitution of Hartley Primary Academy Parent Teacher Association

Name

1. The name shall be the Hartley Primary Academy Parent Teacher Association.

Object

2. The object of the Association is to advance the education of the pupils in the Academy. In furtherance of this object the Association
 - a) May develop more extended relationships between the staff, parents, and others associated with the Academy
 - b) May engage in activities of all kinds affecting the welfare of the children in the Academy
 - c) May advance the education of the children attending the Academy by assisting in the provision of facilities for education at the Academy (not provided from statutory funds) as the Committee, in consultation with the Governing Body or the Principal as their representative, shall from time to time determine.

Membership

3. Members of the association are:-

3.1 In a Parents Association, the parents, guardians or carers of any pupil currently attending the school or in a Parent Teacher Association, Parent Staff or Home-School Association as detailed above plus teaching and non-teaching staff currently employed by the school or in any other association, for example a Friends group or Parentkind association. Those described above and any person over the age of 18 wishing to offer appropriate support or help to the school and who is

accepted by the committee as a member.

3.2 Membership is terminated if:

3.2.1 the member dies

3.2.2 the member resigns by written notice to the association

3.2.3 the committee members/trustees may for good reason, regardless of whether or not this is at the request of the governing body or the principal, exclude any person from membership or from attending an event whose presence 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.

Committee

4. Management of the Association shall be vested in a committee that shall consist of a minimum of ten members, from whom shall be chosen Chair, Honorary Secretary, Honorary Treasurer and any other officers required. All members of staff are eligible to serve on the Committee.

Annual General Meeting

5. The committee members shall be elected each year at an Annual General Meeting to be held during the Autumn Term.

6. The Annual General Meeting of the Association shall be convened by the Honorary Secretary who shall give members written notice of date, time, and place together with the agenda.

The purpose of the meeting shall be to receive the reports of the Chairman and Honorary Treasurer, to elect members of the Committee, and to elect the Honorary Auditors.

7. 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.

Finance

8. The Honorary Treasurer shall:

- a) Keep an account of all income and expenditure and shall submit to the Annual General Meeting a statement of accounts for the calendar year up to and including 31st August, which are subsequently audited and shared with the new committee at the first meeting of the new academic year

- b) Ensure that the funds of the Association be lodged at a Bank or Building Society or in any other method of investment. All cheques drawn on these accounts shall be signed by any two of the three officers nominated.

Extraordinary General Meetings

If an urgent or important matter (such as the amendment of the constitution) which must be decided as a general meeting cannot conveniently be dealt with at an AGM, then an additional meeting needs to take place. This meeting is called an extraordinary general meeting.

General Meetings

9. Committee Meetings:

- a) Meetings of the Committee will be held regularly throughout the Academy year, at least once a term. Such meetings will be convened by the Honorary Secretary and will be normally held at the Academy.
- b) Every question at a meeting of the Committee shall be decided by a majority vote. All Committee members, including the Chair, shall have one vote. In the event of an equality of votes the Chair shall have a second or casting vote. Observers at the meetings who may from time to time be invited shall not be entitled to vote. However the Principal or his/her representative and one other member of staff shall be entitled to vote.
- c) Eight voting members present shall constitute a quorum. In the event of the absence of the Chair and Vice-Chair, the meeting shall elect a Chair.
- d) The interpretation of the Constitution of the Association shall be vested in the Committee, who shall decide all questions relating to the Association, save for those involving an amendment to the Constitution.
- e) The treasurer will give a current report based on the finances available in the bank for spending.

Auditors

10. Appointment of Auditors:

An Auditor shall be identified at the Annual General Meeting to serve for the following year. This shall be an independent person and shall not be a member of the Association.

Special General Meetings

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

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

Voting

Funding decisions should be made following a vote at a general meeting. At times, voting on funding activities or resources that are under £1000 can be put forward through a written conference, for example email or letter. Voting on funding activities or resources over £1000 must be held at the general meetings or an emergency meeting can be held to discuss and agree funding. For any vote to be quorate, at least 8 committee members must participate in the vote, with the majority decision to be upheld. If a decision cannot be agreed, the committee chair will hold the final decision.

Constitution

13. Constitution:

- a) This Constitution may only be amended at the Annual General Meeting or a Special General Meeting called for this purpose.
- b) Any proposed addition or alteration shall be submitted in writing to the Honorary Secretary.
- c) Details of any proposed changes to the Constitution shall be circulated to members at least one

week before the Annual General Meeting or Special General Meeting. d) No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 14, and 16 and no alteration shall be made which could cause the Association to cease to be a charity in law.

e) Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at the Annual General Meeting or Special General Meeting.

f) In the event of any question or matter arising that is not provided for in this Constitution, any such question or matter shall be dealt with by the Committee.

14. The funds of the Association shall be applied solely towards the objects set out in Clause 2.

Dissolution

15. 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 Academy for the benefit of the children at the Academy. In the event of Academy closure, these assets will be given to the Academy to which the majority of children of the closing Academy will go, in any manner that is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

16. Any Business interests must be declared when you decide to serve as a Committee Member.

17. The constitution will be reviewed on an annual basis.