



Law Primary School and Nursery

Parent Teacher Association Constitution

2017

1. The Association will be known as the Law Primary School and Nursery Parent and Teacher Association (PTA)

2. Aims and Objectives

The aims of the association are to enhance the learning experience of all children attending the school and nursery. This will be achieved through the provision of resources and experiences that enrich the learning environment. This will include:

- A) Promoting close co-operation and communication between parents and teachers
- B) Reviewing and discussing matters of mutual interest relating to the education and welfare of pupils
- C) Engaging in activities which support and advance the education of the pupils attending the school, including fund raising and after school activities

D) Considering applications for funds put to the PTA from parents, teachers and pupils and granting funds to support such applications where the request is passed by the majority of the general committee.

3. Membership

Membership of the PTA is open to all parents or guardians of children attending the school and nursery and all teachers employed at the school

In the absence of a Parent Council or PTA, the Association will undertake, where relevant, certain Parent Council tasks where members volunteer and where the undertaking of such tasks does not detract from the Associations primary objective.

4. Roles and Responsibilities of the Association

The roles of the PTA are as follows:

- A) To raise funds to support learning of the children at Law Primary School and Nursery Class
- B) To purchase, retain and sell any assets of any description (as agreed by the committee)
- C) To pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.

- D) To reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers
- E) To employ and pay proper and reasonable remuneration to staff, professional and technical advisors whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association.
- F) To establish and operate the current account with bankers in the name of the Association, provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee.

The responsibilities of the PTA are as follows:

- a) To ensure all members have PVG status
- b) To work in partnership as a committee and to respect the opinions and views of other members
- c) To raise all items for discussion through the appropriate means i.e. through the Chair or Secretary at least ten working days in advance of the next PTA meeting to allow agendas to be agreed
- d) To work in partnership as a committee to agree an annual calendar of events which does not place excessive demands on parents/carers and provides a fair and equitable balance between school, nursery, PTA and community activities and events
- e) To ensure all fundraising events have been fully discussed and agreed by the full committee
- f) To promote transparency in communication i.e. social media sites should be open to all members

5. Office Bearers

The Office Bearers of the Association shall consist of:

1. President (Head Teacher of Law Primary)
2. Chairperson(s)
3. Vice Chairperson(s)
4. Secretary
5. Treasurer

The General Committee of the Association may appoint such other Office Bearers as this may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearers position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate minutes of all meetings and distributing these to the Committee Members. Copies should be made available to the PTA and any member of the Association who requests them. Copies should also be published on

the school website and displayed in the school and nursery foyers respectively.

6. General Committee

The business of the Association shall be managed by a committee of no more than 25 members, consisting of: 21 parents, teachers and the Head Teacher.

Members of the Committee shall be appointed at the AGM. They shall be elected for a period of one year, with the option to re-elect the next year.

In the event of any vacancies, the committee shall have the right to co-opt as many members as necessary to complete the compliment until the following AGM.

Where a member of the Committee fails to attend regular meetings (i.e. a minimum of 4 meetings per year) and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

Meetings of the General Committee shall be held as required during term time. At all meetings of the Committee, at least two Office bearers should be in attendance. The minimum number of members at any meeting should be four and maximum number of 17 to allow business to be conducted accordingly.

Each member of the Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairman shall have the deciding vote which shall be used only in the event of a tie.

7. Annual General Meetings

The Annual General Meeting (AGM) shall be held mainly in the September of each year. The notice calling the meeting shall be sent to members at least 21 days in advance, provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:

- A) The work of the Committee/ review the constitution as appropriate
- B) Approval of accounts for the preceding year/ report from the independent auditor
- C) Receipt of reports of the office bearers
- D) Election of members to serve on the Committee
- E) Discussion of motions received

At all AGM's rules as before one vote per person, minimum four people present.

On submission of a formal written request, the Committee have the power to call an Extraordinary General Meeting (EGM).

Any member in the Association shall have the right to raise a motion to be voted on at the AGM by sending the motion in writing to the secretary by no later than 10 days prior to the AGM

8. Funds

Funds of the Association 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 two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association and for the administration of the Law Primary School Parents Association Account, the account used for all payments from and donations by the Law Primary School Parent Forum.

The Association's financial year shall end on the last day of July in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

The Committee shall be responsible for ensuring that all property/ money received by / for the association shall be applied for the aims of the Association.

9. Alterations for the Constitution

Changes or additions must be made at an *AGM* or an *EGM* 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.

10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision, must be made by no less than seventy percent of the Association voting in person plus the chair of the Association. Any remaining funds should be distributed for the benefit of the children at the school.