



Monk Fryston Church of England Primary School

Parent Teacher Association Constitution

AIMS:

- a) To promote close co-operation and communication between parents, carers, supporters of the school and teachers.
- b) To engage in activities which support and advance the welfare and education of the pupils attending the school.

MEMBERSHIP:

The membership will consist of all parents/carers of children attending Monk Fryston Church of England Primary School and all staff. Former parents, members of the community, and extended family of those connected with the school may also be adopted as members with the agreement of the committee. The committee may for good reason exclude any person from membership whose presence at or support of the school is deemed a danger to the school or its pupils or might bring the association into disrepute.

GENERAL MEETINGS:

The Annual General Meeting (The AGM) shall be held in September each year, to which all members are entitled to attend.

The notice calling the meeting shall be posted at least 14 days in advance and business shall include:

- a. the work of the committee via a report from the Chairperson
- b. Treasurers' report and accounts
- c. Approval of the accounts
- d. Appointment of an independent examiner for the association
- e. Election of officers to serve on the committee

Additional General Meetings may be called at any time, providing a notice is posted 14 days in advance of the meeting.

At all General Meetings voting shall be by majority vote on the basis of one vote per member present and at all General Meetings the quorum shall consist of 6 members. The Chairperson shall have a casting vote.

COMMITTEE:

The business and funds of the Association shall be managed by a committee consisting of parents, friends and staff. All parents, carers and staff attending meetings are 'the committee'.

Officers of the committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The office bearers will be: Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the committee at the AGM. No two members of the same family will be allowed to be office holders at the same time.

Meetings shall be held as required and will require 5 members to be quorate.

Each member of the committee 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 committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association. It is important to keep accurate minutes to show how money raised has been used to fund specific items rather



than recorded as an amount donated to the school. A report should be made to the parents at the AGM of what has been bought.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

The committee may delegate any of their functions to sub-committees consisting of two or more persons, at least one of whom must be a committee member.

FINANCE:

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. 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. These must comply with the requirements of the Charities Act 2022.

The books shall be brought to balance on the last day of August prior to the AGM at which they are to be presented and the accounts shall be examined by the independent examiner appointed at the previous AGM by the committee.

(The independent examiner does not have to be a qualified accountant, but is someone who is comfortable working with figures, who is not a member of the committee and whom everyone trusts)

CHANGES TO THE CONSTITUTION:

Change or additions must be made at an AGM or an additional GM called for that 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 Association ceases to exist any remaining funds should be distributed for the benefit of the children at the school.

January 2025