

## **Constitution of Parent Teacher Association St. Joseph's Catholic Primary School**

1. The following shall apply:
  - a. The name of the PTA shall be "St. Joseph's Catholic Primary School, Sutton Coldfield, Parent Teacher Association (PTA)".
  - b. The PTA is affiliated only to St. Joseph's Catholic Primary School of Little Sutton Lane, Sutton Coldfield (hereinafter referred to as "the School").
2. The objectives of the PTA are:
  - i. to host non-curricula activities/events/initiatives for the benefit, enjoyment and social development of the children who attend the school;
  - ii. to adopt a fund-raising role in order to self-fund the hosting of such activities/events/ initiatives and to enable the PTA to make a contribution towards the School to assist with teaching facilities and resources for the education of the pupils of the school in addition to that provided by the school budget; and
  - iii. to develop the partnership between members of the staff, parents and all others directly and indirectly associated with the school.
3. The PTA shall be non-political.
4. All staff and parents of children in attendance at the school are automatically included in of the PTA, as non-committee members.
5. Where parents no longer have children at the school but wish to continue their interest in the school they may be accented as Associate Members. Such membership shall not convey voting rights or eligibility for election as officers of the PTA.

### **Committee structure**

6. The management and control of the PTA shall be vested in a Committee, which shall consist of the following:
  - a) the Principal, who shall be President of the PTA and who shall hold no other office in the PTA,
  - b) members of the school staff,
  - c) the following officers, three of which must be parents:
    - i) Chair (Parent)
    - ii) Vice-Chair (Parent)
    - iii) Secretary
    - iv) Treasurer (Parent)

All the officers shall be elected at the A.G.M.

- d) as many parents may join the Committee at any committee meeting, including at the AGM.

7. The current Chair will carry out elections at the AGM and hand over to the newly elected Chair following the elections where relevant. If the Chair is standing for office, this election will be handed over to the President.

- a. All parents will be invited to send in nominations prior to the AGM. Any nominations received after the deadline will not be considered.

- b. Should there be no nominations for an office, the Committee shall have the power to fill the vacant office at any PTA meeting.

- c. Where there is more than one nomination for election to office, all nominees will be invited to speak at the AGM for a maximum of 2 minutes, followed by a secret ballot.

8. Ballot papers will be counted in a separate room by the Chair, Vice Chair, Secretary, and President. All nominees are invited to be present at the count.

9. In the event of a tie for elections to office or any other matters, the Chair holds the casting vote.
10. Members shall be elected from the Committee to represent the PTA on the Parish Pastoral Council.

## **Meetings**

11. Committee meetings shall be called by the Chair. In the absence of the Chair this can fall to the Vice Chair, or the President.
12. A minimum of one week's notice should be provided for Committee meetings. Sub committee meetings (including follow-up, extension, and event planning meetings) may be held with less notice with Committee agreement, on a needs must basis.
13. Committee meetings shall be held at least once per school term at such times and places determined by the Committee. In person/face-to-face meetings (including sub committee meetings) should be held in the School, or in venues with suitable access to ensure inclusivity and adherence to safeguarding requirements. Meetings may also take place by means of virtual meeting rooms.
14. Five members shall constitute a quorum for Committee meetings, which must include three parent members (including 2 Committee members) and 1 member of staff.
15. The Committee shall have power to co-opt and to appoint any sub-committee and shall prescribe the function of any such sub-committee.
16. All activity must be approved by the committee and the Principal.
17. Voting Rights. Each committee member shall have the right to vote at each meeting on a show of hands basis. Each committee members' vote shall count as one. In the event of a tie, the Chair shall have a casting vote.

## **Annual General Meeting (AGM)**

18. The Annual General Meeting of the PTA shall be called by the Chair, with a minimum of two week's notice and shall be held during the first term of each school year. In the absence of the Chair this can fall to the Vice Chair, or the President.
19. AGM/All meetings will be held in person wherever permissible under current legislation and only via virtual means if not permitted in person.
20. The term of office for members elected at the AGM will run from the date of election up until the date of the following AGM.
21. Six members shall constitute a quorum at the AGM.

## **Finances**

22. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, each year at the AGM. The costs of this service shall be borne by the PTA prior to all other expenditure from funds held in the PTA's bank account.

23. The Banking Account shall be in the name of the PTA and withdrawals shall be made on the signatures of two of the following, Treasurer, Chair, Vice Chair or Secretary. No expenditure in excess of £250 shall be undertaken without the prior consent of the Committee.

24. An auditor shall be appointed by the Committee each year, who shall not be a member of the Committee, to audit the books and accounts of the PTA.

25. Any assets remaining on dissolution of the PTA after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the school for the benefit of the children of the school in any manner which is exclusively charitable at law.

### **Any other business**

26. Any matter not provided for in the Constitution shall be dealt with by the Committee whose decision shall be deemed final. The Principal shall have the ultimate decision on all educational matters.

27. No alteration to the rules may be made except at the AGM or at a Special General Meeting called for the purpose.