

Meldreth County Primary School PTA constitution

1. The name of the Association shall be “The Meldreth Primary School Parent Teacher Association”
2. Parent or Guardians of children currently attending Meldreth Primary School and all the members of staff are automatically members of the Association
3. The object of the Association is to advance the education of the pupils in the school and furtherance of this object the Association may:
 - a. Develop more extended relationships between the staff, parents and others associated with the school
 - b. Engage in activities which support the school and advance the education of the pupils attending it
 - c. Provide and assist in the provision of facilities for the education at the school (not normally provided by the local education authority)
4. The Association shall be non -political and non-sectarian
5. The President of the Association shall be the Headteacher
6. The management and control of the Association shall be vested in a committee which shall consist of the following:
 - The Headteacher or the Deputy Headteacher of the school, 8 Parents of children currently attending the school, elected by the parents at the annual General Meeting, and 1 further Teacher elected annually by the staff
 - The committee shall elect their own officers consisting of Chairperson, Hon. Treasurer, Hon. Secretary at their first meeting
7. Six members of the committee (including President or Deputy Head or Chairperson) shall constitute a quorum
8. The committee shall have the power to co-opt further members and to appoint any sub-committees and shall prescribe the function of any such sub-committees, provided that all acts and proceedings of any such sub-committee shall be reported to the committee as soon as possible; further, that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the committee
9. The committee shall hold at least six meetings during each year and not less than two during school term. Committee members will be sent seven days notice of such meetings
10. The Treasurer shall be responsible to the Committee for the administration of the Association’s funds. The Treasurers accounts at the Annual General Meeting shall show the exact financial position of the Association and shall be audited annually by an external auditor approved by the committee
 - a. The Banking Account shall be in the name of the Association and all the cheques shall be signed by two of the following: Chairperson, Treasurer, President
11. The Annual General Meeting shall be held in the first half of the Autumn Term. Members shall be sent 14 days notice of any general meetings and should submit any motion seven days prior to the meeting
12. No alterations to this constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clause 3, 12, and 14 and no alteration shall be made which would cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or Special General Meeting
13. An Extraordinary Meeting may be called upon the written request to the Chairperson by ten members of the Association
14. 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 for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to these provisions then the assets can be given to some other charitable purpose
15. Any matter not provided for in the Constitution shall be dealt with by the committee whose decision is final
16. The Head teacher or the Deputy Headteacher shall have the ultimate decision on all educational matters.