



BARROW HEDGES PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

CONSTITUTION

1. The name of the association shall be BARROW HEDGES PRIMARY SCHOOL PARENT TEACHER FRIENDS ASSOCIATION (PTFA).
2. The object of the Association is to advance the education of the pupils in the school; in furtherance of this object the Association may:
 - a) Raise funds (but not by means of permanent trading).
 - b) Engage in activities and provide facilities or equipment not normally provided by the Department of Education.
 - c) Develop more extended relationships between staff, parents, carers and members of the local community.
3. The PTFA shall have the power to do anything considered by them to be in furtherance of the aims, while remembering that they are there to represent the views of the members.
4. The Association shall be non-party political and non-sectarian.
5. The Chair of the Association shall be the Headteacher.
6. The name of the Vice Chair shall be submitted at the Annual General Meeting (AGM).
7. The management and control of the Association shall be vested in a Committee, which shall consist of the following:
 - a) The Headteacher and the following officers who shall be nominated by the Committee and approved at the AGM to serve a 2-year term:
 - b) Vice-Chair, Secretary and Treasurer. If any of these positions are not so filled nominations shall be invited from members at the AGM.
 - c) A minimum of two and a maximum of nine other members from parents representing the first and subsequent years who shall be elected at the AGM to serve a two-year term.
 - d) Two members of the staff of the school, including Headteacher as Chair.
 - e) At the expiry of their term of office any officer or other member may offer themselves for re-election and shall not be prevented from holding any office by virtue of any previous service on the Committee.
 - f) A member of the Committee shall forfeit his or her seat on the Committee where that member fails to attend three consecutive Committee meetings (excluding any sub committee meetings) without reasonable cause or excuse.
8. Four members of the said Committee shall constitute a quorum for the Committee, one of whom must be the Chair or the Chair's representative.
9. Committee meetings shall be held at least once each term at such times and places as the Committee shall direct.
10. The AGM of the Association shall be held during the first term of each school year. At the AGM the meeting will be led by the by the Chair or in his/her absence by the Vice Chair of the Committee.

11. Six members shall constitute a quorum at the AGM.
12. The Committee shall have the power to co-opt members as necessary and to appoint any working party and shall prescribe the function of this working party.
13. A Special General Meeting shall be convened at the request in writing to the secretary of a minimum of ten members of the Association. Such a meeting shall be held within thirty days of the request. Agendas and motions shall be circulated to members.
14. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.
15. Parents and carers of all pupils at the school automatically become members of the Association. Those parents and carers who no longer have children at the school, and others who have an interest in the wellbeing of the school and its pupils, namely 'friends,' may be accepted as members of the PTFA.
16. No alteration to this constitution may be made except at the AGM or a Special General Meeting called for this purpose. No amendment or alterations shall be made without the prior permission of the Charity Commission to clauses 2, 17 and 22 and no alteration to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting
17. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited at the Annual General Meeting. The banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:
 - a) Chair
 - b) Vice Chair
 - c) Treasurer

The school's Deputy Headteacher is also a signatory on the PTA accounts and is permitted to sign on behalf of the school in the event of the Headteacher, as Chair of the PTFA, being absent. Withdrawals shall be authorised by a signatory from the school and an authorised signatory who does not work at the school.

18. One auditor, not being a member of the Committee, shall be appointed annually at the AGM to audit the accounts and books of the Association.
19. The funds of the Association shall be applied solely for the development of its stated objects.
20. Any matter not provided for in the constitution and concerning the organisation and activities of the organisation shall be dealt with by the Committee whose decision shall be final.
21. 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 or 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 this provision then the assets can be given to some other charitable purpose.
22. The Head Teacher shall have the ultimate decision on all educational matters.

[This Constitution will reviewed by the Association on an annual basis.](#)

[Last review: 11th November 2022](#)

[Next review: Autumn 2023](#)