

# Ryarsh PTFA constitution

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1. The name of the Association shall be Ryarsh School Parent Teacher and Friends Association, herein known as the PTFA.
2. The objectives of the PTFA are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for the education of the school (not normally provided by the LA ) and as an ancillary thereto and in furtherance of this object the PTFA may,
  - a) Foster more extended relationships between the staff, parents/guardians and others associated with the school and,
  - b) Engage in activities which support the school and advance the education and social development of the pupils attending it.
3. The PTFA shall be non-political.
4. The management and control of the PTFA shall be vested in a committee which shall consist of the following,
  - a) The Head of the School is automatically elected.
  - b) Members of staff can nominate a representative to be present at PTFA meetings.
  - c) Any parent/guardian, other family relative of a child of the school or friend of the school can be elected annually at the AGM.
  - d) The officers for this committee will be elected at or within 28 days of the AGM by the appointed committee, the officers being,
    - i) Chairman
    - ii) Vice Chairman
    - iii) Treasurer
    - iv) Secretary

We need not appoint a Vice Chairman should no nominations be forthcoming.
  - e) In the event that more than one person presents themselves for a committee role – the attendees of the AGM will cast votes, in the event of a tie, the Chair will have the deciding vote.
5. Four members of the said committee shall constitute a quorum for the PTFA.
6. Committee meetings will aim to be held at least once per term at times and places as the PTFA shall direct.
7. The AGM of the PTFA shall be held in October of each year. At the AGM the Chair shall be taken by the Chairman, or in their absence, the Vice Chairman of the PTFA. Additional meetings shall be held in Sub-sections of the PTFA and these may be in addition to those called by convenor from time to time.
8. The committee shall have the power to co-opt members and to appoint any subcommittee and shall proscribe the function of any subcommittee.
9. A special General meeting shall be convened at the request, in writing to the secretary, of TEN members of the PTFA. Such a meeting shall be held within THIRTY days of the request. Agenda and motions shall be circulated to all members.

10. Temporary 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.
11. Where a child leaves the school during the year, then the parent/guardian being a member of the PTFA shall be deemed to continue as such until the next AGM.
12. No alteration of the rules may be except at the annual General Meeting or at a Special Meeting called for this purpose and must be supported by at least TWO THIRDS majority. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the PTFA to cease to be a charity at law.
13. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited at the AGM. The banking account shall be in the name of the PTFA and withdrawals shall be made in the name of the PTFA on the signature of any two appointed members of the PTFA. Any person, other than those appointed signatories for the Association's bank account, may audit the accounts of the Association. The Audit should be carried out following the end of the PTFA financial year, this being the 31<sup>st</sup> August of each year.
14. Any assets remaining on the dissolution of the PTA after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the PTFA but will be given to Ryarsh Primary School for the benefit of the children of the school in any manner which is exclusively charitable at law.
15. The PTFA shall take out public liability insurance to cover all its meetings and activities. Membership of PTA UK automatically provides this.
16. The Head Teacher shall have the ultimate decision on all educational matters.
17. As much liaison as possible shall be made between the PTFA and the school's governing body.
18. That any matter not provided for in the constitution shall be dealt with by the committee whose decision shall be deemed final.