



Northway Primary and Nursery Community School and Northway PTFA

Parent Teacher Friends Association Constitution

1 Title

The Association shall be known as **Northway Parent Teacher and Friends Association** (often simply referred to as the PTFA)

2 Aims

The aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority). This includes:

- a. promoting close co-operation and communication between parents and teachers
- b. studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c. engaging in activities which support and advance the education of the pupils attending the school, including fund raising and after school activities
- d. considering applications for funds put to the PTFA from parents, staff and the Pupil School Council; granting funds to support such applications where the request is passed by a majority of those present at the meeting.

3 Membership

The Members of the Association shall comprise all parents or guardians of children attending the school and all teachers employed at the school.

All parents, newer or more established are automatically members of the PTFA. Any parent wishing not to be a member should inform the school of their wish to 'opt out'.

4 Powers of the Association

The Association shall have the power to do anything considered by the PTFA Meeting to be in furtherance of the aims. This includes the power:

- a. to raise funds and invite and receive contributions in furtherance of the aims of the Association
- b. to purchase and sell previously agreed items.
- c. to pay from the funds of the Association all the proper costs and expenses incurred by the PTFA in establishing and administering the funds of the Association.
- d. to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and

- powers
- e. to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the PTFA, required for the carrying out of the purposes of the Association
 - f. to establish and operate a bank account with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two members of the PTFA Office Holders. Our Bank is currently HSBC Bank.

5 Office Bearers

- 1 **The President** (Head Teacher of the School) Mr MJ Hargreaves
(the Headteacher may also appoint a nominated teacher to sit on the PTFA Committee to liaise with School and the PTFA)
- 2 **2a Chairperson** – TBC
- 3 **2b Vice Chairperson** – TBC
- 3 **Secretary** – TBC
- 4 **Treasurer** – TBC
- 5 **Social Media Officer** - TBC

Minute Secretary – rotated each meeting or the Secretary to take on this role when there is no other arrangement.

The Office Bearers will be elected at the Annual General Meeting (AGM). Office Bearers will hold office for two years, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting (EGM) may be called to elect a new member to the post.

A Minute Secretary will be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to the General Committee and to any member of the Association who requests them.

6 General Committee

The business of the Association shall be managed by The PTFA at meetings consisting of parents, guardians, staff, friends and the President-Head Teacher or Deputy in their absence.

Each member of the PTFA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson / Vice-Chairperson shall have the deciding vote which shall be used only in the event of a tie.



7 Annual General Meetings

The Annual General Meeting (AGM) shall be held in September or October each year. This may be part of the School Governing Board presentation to parents or a separate event. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting. The business shall include:

- a. Election of Office Holders
- b. Approval of the Accounts for the preceding year
- c. Appointment of an independent examiner of the Accounts
- d. Receipt of reports of the Office Holders (where appropriate)
- e. The work of the PTFA
- f. Priorities for the year ahead

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting. At all Annual General Meetings the quorum shall consist of no less than 5 members of the Association.

Any member of the Association shall have the right to raise a matter to be voted on at the Annual General Meeting by sending it in writing to the Secretary by no later than 5 days prior to the AGM.

8 Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. The current bank account is held with HSBC Bank. 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

The Association's financial year shall end on the 31st August each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

The PTFA and Office Holders shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims and ethos of the Association.

9 Alterations to the Constitution

Changes or additions must be made at an AGM or an EGM called for the 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.



10 Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the President of the Association. Any remaining funds should be distributed for the benefit of the children at the school. If it is not appropriate to consult 25 members the Governing Board of Northway Primary and Nursery Community School will investigate and bring a recommendation to the Board for approval.

All parents are members of the PTFA (as explained in Membership). Where dissolution is to be considered, a meeting of Members will be called. If there are not 25 voting members present, it will automatically default to the Governing Board to make the decision.

Constitution review and updated: 7th February 2020
Current update: 16th March 2021

SIGNED – Chairperson

Mr MJ Hargreaves - President