

West Linton Primary School Parent Teacher Association

PTA Constitution – FINAL DRAFT

1. Name

'West Linton Primary School Parent Teacher Association' – this is a subcommittee of the West Linton Primary School Parent Council and will be known as the 'PTA'

2. Aims

The aims of the PTA will be:

- To raise funds in support of enhancing the opportunities for the children within the school
- To encourage development of social activities between parents and the school community
- To work in partnership with the Parent Council, the school, its pupils and all its parents ('The Parent Forum'), and the local community to help every pupil maximise his or her potential
- The PTA shall remain non-political and non-sectarian
- The PTA will operate in such a way that is accessible to and inclusive of all members of the Parent Forum, such that all such members are encouraged to interact with the PTA and to participate in its activities

3. Powers

- The PTA is the fund-raising subcommittee of the West Linton Primary School Parent Council
- The Parent Council has devolved its fund-raising powers to the PTA
- To ensure alignment of the objectives of the Parent Council and the PTA, the Chair of the PTA will be a member of the Parent Council. A deputy will be identified from among the PTA Members who will act in place of the PTA Chair in his/her role as a Member of the Parent Council if the PTA Chair is unable to attend a Parent Council meeting
- The PTA has the power to decide how funds raised are spent in accordance with the PTA's Aims and subject to the following conditions (which will be reviewed when and if the PTA determines it necessary):
 - Up to £300 spending - to be authorised by a majority vote of the PTA members
 - £300 to £1500 spending - to be authorised by a majority vote of the PTA and Parent Council members
 - Over £1500 spending - to be authorised by a majority vote of the Parent Forum

4. PTA Office Bearers

- The PTA Office bearers shall be the Honorary President, the Chair, the Treasurer and the Secretary
- The Head Teacher shall be the Honorary President and may nominate a deputy in his or her stead to attend any PTA meeting
- The PTA Chair shall stand for election or re-election at each Parent Council Annual General Meeting (AGM) and the opportunity will be used to invite the Parent Forum to become members of the PTA and to replace or re-appoint PTA Office Bearers and members of the PTA
- The Secretary and Treasurer shall be elected from all the members of the PTA at the first PTA meeting following the AGM of the Parent Council
- The Chair will normally, where possible, be elected from the previous year's

- PTA members and must be a member of the Parent Forum
- Where it is not possible to elect a PTA Chair from the previous year's PTA members, any Parent Forum member may put themselves forward for PTA Chair and will be sworn in via a process of nomination and seconding
- PTA Office bearers will be selected for a period of two years after which they may put themselves forward for re-selection if they so wish, serving for a maximum of six consecutive years
- The PTA Chair will attend the AGM of the Parent Council held in the first term of the academic year
- The PTA Chair will present a report on the work of the PTA and the PTA Treasurer will present the PTA Accounts to this AGM

5. PTA Membership

- The business of the PTA shall be managed by the above Office-bearers, up to two members of the Teaching Staff (appointed by the Headteacher and Staff) and up to eight parent members
- Membership of the PTA shall normally be for two years but in any case shall not exceed six consecutive years. To ensure continuity, where possible, no more than 50% of the PTA should retire each year
- The PTA shall have the power to fill any vacancies (including Office-bearers) occurring in the interval between Parent Council AGM's
- The PTA shall have the power to temporarily co-opt members for operational reasons or event planning as required
- Should a PTA member of the Teaching Staff leave during the academic year, the Office shall be relinquished from the date of leaving and a successor shall be appointed by the Headteacher and Staff to serve out the leaving Member's Term of Office
- The PTA shall meet formally at least once a term and as frequently as may be found necessary for operational reasons and event planning
- At any PTA meeting, any five members shall form a Quorum
- Only members of the PTA can vote and each member of the PTA shall have one vote. Resolutions shall be passed by a simple majority vote of PTA members. The Chair shall have a casting vote. The Chair's casting vote shall only be used in the event of a tie
- The Secretary shall be responsible for keeping accurate minutes of all PTA meetings and shall make these available to the Parent Forum
- All PTA members will be given at least one week's notice of the date, time and place of a meeting

6. Accounts

- The funds of the PTA shall be lodged in a Bank in the name of 'West Linton Parent Teacher Association'
- Money may be drawn from the Account on the Signature of two selected Office bearers, one of whom should be the Treasurer. The Treasurer shall hold all Cheque and Pass Books for the Account
- The Accounts shall be closed at the 31st July each year and presented at the Parent Council AGM
- The Accounts shall be reviewed annually by an individual appointed by the PTA who must be competent in this field
- If for any reason the PTA should cease to exist, any remaining funds pertaining to the PTA will revert to the authority of the Parent Council