

GOVERNING DOCUMENT FOR:

Whitefield Primary's Parents, Teachers and Friends Association (*Friends of Whitefield*)

AIMS:

- a) to promote close co-operation and communication between parents and teachers
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- c) to engage in activities which support and advance the education of pupils attending the school

POWERS:

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.

NUMBER OF COMMITTEE MEMBERS

The general membership consists of any parents/carers of children attending Whitefield Primary School, and school staff as selected by the members. However, committee members are elected at the AGM

ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the members of the PTFA at least two weeks in advance. Any parent, carer or staff at the school is automatically a member of the PTFA, however committee members are to be elected at the AGM.

The AGM business shall include:-

- a) the work of the PTFA
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the members
- e) election of members to serve on the PTFA

At all general meetings voting shall be on the basis of one vote per parent/full PTFA Committee member present at the meeting.

At the AGM the quorum shall consist of five general members, with at least two of those being a committee member.

The PTFA Committee or five members shall have power to call an Extraordinary General Meeting.

PTFA COMMITTEE MEMBERSHIP

Members of the PTFA Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The Office Bearers will be Chairperson, Vice Chairperson, Treasurer and such others as may be required. The office bearers will be elected by the PTFA Committee at the first meeting after the AGM.

The PTFA Committee may co-opt up to two to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the PTFA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Chair shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A member of the PTFA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTFA.

Should a member act in a way that is not within the aims/objects of the PTFA, or brings it into disrepute, the committee shall meet to discuss

MEETINGS

Meetings of the PTFA shall be held as required. At all meetings of the PTFA the quorum shall consist of three members, with at least one of those being a committee member.

All PTFA meetings shall be open and any member may attend although they may not have voting rights.

FINANCE

The funds of the PTFA shall be lodged in a bank, building society or other account in the name of the PTFA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTFA Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTFA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The Treasurer will be responsible for submitting the PTFA's annual financial report to the Charity commission.

The PTFA shall be responsible for ensuring that all property/money received by/for the members/PTFA Committee shall be applied for the aims of the PTFA.

CHANGES 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.

DISSOLUTION

In the event that the PTFA ceases to exist, any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.