

CONSTITUTION FOR COLSTON'S PRIMARY SCHOOL PTAF

(approved by unanimous vote at AGM 27/9/2010)

1. The name of the Association shall be 'Colston's Primary School Parent Teacher and Friends Association'.

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. Develop more extended relationships between the staff, parents and others associated with the school.

b. Engage in activities which support the school and advance' the education of the pupils attending it,

c. Provide and assist in the provision of facilities for education at the school which are not normally provided by the Local Education Authority.

3. The Association shall be non-party political and non-sectarian.

4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and Committee.

5. The President of the Association shall be the Head teacher (ex officio).

6. Membership of the Association shall consist of;

a. All parents and guardians of pupils attending the school,

b. All staff of the school,

c. Other friends of the school as determined by the Committee.

7. The management of the Association shall be vested in the Committee, consisting of the following officers:

Chair, Secretary, Treasurer, Vice Chair, who form the Executive sub-Committee, together with six General Committee members elected from the parent/guardian membership of the Association, four teaching staff representatives, one governor representative, and one representative from each teaching class

8. The officers and Committee shall be elected at the Annual General Meeting.

9. Ten members of the committee shall constitute a quorum.

10. The Executive sub-Committee shall have the power to co-opt a maximum of three further General Committee members.

11. The Committee may appoint such other sub-committees as necessary and shall prescribe their functions provided that acts and proceedings of any such sub-committees shall be reported to the Committee as soon as is possible. The Executive sub-Committee is authorised to expend up to £500 of Association funds between full Committee meetings, when such expenditure may be retrospectively approved. No other subcommittee shall expend funds of the Association otherwise than in accordance with a budget agreed by the full Committee.

12. Committee meetings shall be held at least six times a year. All members of the Association have the right to attend Committee meetings as observers.

13. The Annual General Meeting shall be held as early as possible during the first half of the Autumn Term. A quorum for the Annual General Meeting shall be 20 members.

14. Nominations shall be proposed and seconded by members and should have the consent of the nominee.

15. The Committee shall fill vacancies by co-option until the next Annual General Meeting.

16. Two auditors who are not members of the Committee shall be recommended annually by the Committee to check the accounts and books of the Association in accordance with current rules of charity commission. These accounts will be presented, for confirmation to the AGM.

17. Special General Meetings may be called at the written request of a minimum of ten members.

18. Fourteen days notice shall be given to all members of the Association of any Special Meeting. The quorum for a Special Meeting shall be the same as for the Annual General Meeting.

19. All meetings shall be subject to the normal procedural principles.

20. The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Committee Meetings, and the audited accounts to the AGM.

21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the officers of the Association.

22. The financial year shall end on the 31st August.

23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.

24. No alteration to this constitution shall be made except at the Annual General Meeting or a Special Meeting called for this purpose, No amendments or alterations shall be made, without the prior written permission of the Charity Commission to Clauses 2, 24, and 25 ; and no alterations shall be made which could cause the Association to cease to be a Charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an Annual General Meeting or a Special Meeting.

25. This 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 and 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 at 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.