

# THE WYBUNBURY DELVES PARENT TEACHER ASSOCIATION

## CONSTITUTION

### **1. NAME**

The Association shall be known as The Wybunbury Delves Parent Teacher Association (often simply referred to as the WDPTA).

### **2. ADDRESS**

The official address of the PTA is:

Wybunbury Delves CE Primary School  
Bridge Street  
Wybunbury  
Nantwich  
Cheshire  
CW5 7NE

### **3. MEMBERSHIP**

All parents, carers and staff Members are automatically Members of the Association. Immediate family Members and volunteers known to the school community are also welcome to join.

Voting will be restricted to 1 vote per staff Member or family on the school role.

### **4. COMMITTEE MEMBERSHIP**

- Chair
  - Vice Chair
  - Secretary
  - Treasurer
- a) The Committee will consist of a minimum of two Members, Treasurer plus one other.
  - b) Election of Committee Members will take place at the Annual General Meeting (AGM).
  - c) Committee Members will hold office for one year, being eligible for re-election.
  - d) Where a Committee Member'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.
  - e) The school Senior Leadership Team may also have representation at meetings.

The position of Committee Member shall be terminated if:

- a) The Committee Member resigns by written notice to the Committee or Headteacher;
- b) The Committee Member has been absent for more than 40% of meetings without sending apologies;
- c) The majority of Members agree that a particular Member's actions or behaviour undermines the Aims of the Association.

In the event of c) the School Complaints Procedure will be adhered to.

Clear job descriptions and roles are to be available to obtain from the Committee.

Roles should be carried out in line with the described position, wherever possible.

## **5. 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 Department for Education).

This includes: -

- a) promoting close co-operation and communication between parents, carers, staff and the wider community
- 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, through fundraising and/or other activities
- d) considering applications for funds put to the Association granting funds where the request is approved by a majority vote.

## **6. PURPOSE AND RESPONSIBILITIES OF THE ASSOCIATION**

The purpose of the association is to consider for approval matters in relation to the furtherance of the Aims.

This includes raising funds, inviting, and receiving contributions in furtherance of the Aims of the Association

The responsibilities of the Association are to:

- a) Pay from the funds of the Association all appropriate costs and expenses incurred by Members and volunteers.
- b) Employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the Members, required for the carrying out of the Aims of the Association
- c) Establish and operate a bank account in the name of the Association provided that cheques drawn on such accounts shall not be signed by fewer than two Members of the Committee

## **7. COMMITTEE MEETINGS**

Meetings of the Committee shall be held as required during term time.

Each Member of the Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present.

The Chair shall have the deciding vote which shall be used only in the event of a tie.

Decisions made by majority votes will be recorded appropriately in meeting minutes.

Confidential information will not be made available to the public.

## **8. GENERAL MEETINGS**

General Meetings of the Committee and Members shall be held as required during term time.

The Committee Chair shall discuss agenda items with the Secretary prior to the meeting.

All proposals and decisions will be agreed by a majority vote at the General Meetings. Each Member will count as 1 vote.

The Chair shall have the deciding vote which shall be used only in the event of a tie.

Decisions made by majority votes will be recorded appropriately in meeting minutes.

Meeting minutes will be made public via the school web page.

## **9. ANNUAL GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to Members at least 21 days in advance.

The business shall include: -

- Chair's Report
  - Treasurer's Report and approval of the Accounts for the preceding year
  - Headteacher's Report
  - Election of Committee Members to serve for the next term
  - Review of the Constitution
- a) There shall be no fewer than 5 Members present at the AGM.
  - b) Any Member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 2 days prior to the AGM.
  - c) No longer than 14 months may pass between successive AGMs.

#### **10. EXTRAORDINARY GENERAL MEETINGS**

The Committee, or a minimum of 5 Members, on submission of a formal written request, shall have the power to call an Extraordinary General Meeting (EGM).

An EGM may be called if:

- a) the AGM is deemed to be invalid, or
- b) a review of the Constitution is requested by the Members

The EGM must be held within 21 days of the written request being received.

#### **11. PROPOSALS**

The Association will take ownership of its funds and work with the school to decide where funds will be best spent.

Proposals made to the Association for funds should be made via email to the Committee.

Any proposal must be approved by the Headteacher, then the proposal will be considered for approval at the next General Meeting.

#### **12. COMMUNICATION**

The Committee shall use Wybunbury Delves emails primarily to communicate with each other and the school.

#### **13. FINANCE**

- a) Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association.
- b) Cheques shall be drawn, or withdrawals made against the signatures of two named Committee Members.
- c) The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.
- d) The Association's financial year shall end on the last day of August in each year.
- e) The accounts shall be audited annually by a suitable independent party appointed at the previous AGM by the Members.

#### **14. ALTERATIONS TO THE CONSTITUTION**

Changes or additions must be made at an AGM, or an EGM called for the purpose. A majority vote will be held to approve any changes.

## 15. DISSOLUTION

- a) Any remaining funds should be given to the school.
- b) In the event of the school closing, the remaining funds and assets will be distributed to the school receiving the majority of children from Wybunbury Delves.
- c) Under no circumstances will assets be distributed among Members of the association.

## 16. CONFIDENTIALITY

Meetings of the association are open to all Members unless Committee Members consider the matter to be discussed as confidential.

## 17. BENEFITS

Where a Member has a personal or financial interest in a matter of discussion at a meeting they must:

- a) declare their interest prior to the beginning of the discussion on the matter,
- b) withdraw from that part of the meeting unless expressly invited to stay and provide information,
- c) not vote on the matter.

## 18. LAND/PROPERTY

The property and funds of the association will only be used to fulfil the Aims of the Association.

Members may enter contracts for the provision of goods and services with the association, provided that:

- a) The maximum value is set out in writing and is reasonable.
- b) Committee Members agree that entering into the agreement is in the best interests of the charity.
- c) The number of Members entitled to the remuneration is a minority.
- d) Three quotes are obtained if the value of the goods or services exceeds £500.

The Committee will work in consultation with the caretaker to maintain its land and property.

Risk Assessments will be completed for all events.

## 19. REVIEW

This policy will be reviewed each year at the AGM by all Members.

The scheduled review date for this policy is **September/October 2023**

## 20. SIGNED BY COMMITTEE MEMBERS AND HEADTEACHER

Date	Position Held	Print Name	Signed