

Bishop's Tawton Parent/Teacher/Friends Association Governing Document

1. VARIABLES LIST

- 1.1 The Association shall be called the **Bishop's Tawton Parent/Teacher/Friends Association (P.T.F.A.)**
- 1.2 **School name :** Bishop's Tawton Primary School
School Address: School Lane, Bishops Tawton, Barnstaple, North Devon, EX32 0AE
- 1.3 The Committee
The minimum number of committee members: 2
The Committee will be made up of President (Head Teacher) Chair Person (role can be shared by two members or Chair and Vice Chair) Treasurer and Secretary.

2. OBJECTS

The objects of the Association are to advance the education of the pupils of the school by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school;
- 2.2 Engaging in activities which support the school and advance the education of the pupils.

And as an ancillary to and in furtherance of this object, by providing, and assisting in the provision of facilities which may not normally be provided by the Local Education Authority for education at the School.

The Association shall remain non-political.

3. MEMBERSHIP

Members of the Association are:-

- 3.1 The Parents, guardians or carers of any pupil currently attending the school, teaching and non-teaching staff currently employed by the school and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the Committee as a Member.

4. COMMITTEE

- 4.1 Committee members can only be voted in at an A.G.M. and a proposer and seconder are needed. The member concerned also must indicate a willingness to serve in the nominated position. Members will hold office until the next A.G.M.

5 COMMITTEE/ANNUAL GENERAL AND EXTRAORDINARY GENERAL MEETINGS

Committee

- 5.1 Committee meetings shall be held as often as is necessary to ensure the smooth and efficient running of the Association.

General Meetings

- 5.2 The Annual General Meeting shall be held before the 31st October each year when the following business will be conducted.
- a) Minutes of the last AGM
 - b) Matters arising
 - c) President's thanks to the officers and committee
 - d) Chair's report
 - e) Treasurer's report
 - f) Election of officers and Committee
 - g) Agenda items
 - h) Any other business
- 5.3 An E.G.M. can be called by the Secretary on the instructions of the Committee or at the request of not less than 6 (six) of the membership.

6 POWERS

- 6.1.1 The Committee Members have the following powers which may be exercised only in promoting the objects:-
- To obtain or pay for goods and services as are necessary for carrying out work of the charity where any expenditure is under £100 the Chair, Treasurer and one other Committee Member can authorise the spending.

7 FINANCE

- 7.1 The treasurer will keep proper accounts of the finances of the Association .
- 7.2 The Bank Account is in the name of the Association and all cheques will be signed by two of the following :- President, Treasurer, Chair(s) or Vice Chair if applicable.
- 7.3 The funds of the Association will only be used for the purpose of the Association and no payment shall be made to any member except:-
- 7.4 If that member, not a Committee Member, is employed by the Association and then only as proper remuneration in respect of that employment.
- 7.5 As repayment of reasonable, out –of-pocket expenses properly incurred on behalf of the association.
- 7.6 At the end of the financial year, the Treasurer shall prepare accounts which, after audit by an independent auditor, shall be presented to the A.G.M.

8 DISSOLUTION

- 8.1 The Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have an agreement of two thirds of those present and voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the Association.
- 8.2 The net assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the committee.
- 8.3 If it is not possible to dispose of assets as described in clause 7.2 then the assets can be given to another charitable cause.

9 AMENDMENTS

- 9.1 This constitution may be amended at a Annual General Meeting or a Special General Meeting called for this purpose.
- 9.2 No amendment is valid if it would make a fundamental change to the Objects or destroy the charitable status of the Association.
- 9.3 No alteration can be made to the objects, dissolution or amendments clauses without prior written consent of the Charity Commission.
- 9.4 A copy of any resolution amending this constitution must be sent to the Charity Commission within 21 days of it being passed.

Adopted at a meeting:

At (place)

On (date)

Name (chair)

Signature

Witness (name)

Signature