

CONSTITUTION OF THE BUXWORTH SCHOOL PTA

Parent Teacher Association

(Formerly known as FOBS, Friends of Buxworth School)

- 1) The aims of the PTA will be:
 - To advance the education of the pupils of the school by providing and assisting the school with facilities that are not normally provided by the Local Education Authority
 - Develop effective relationships between the staff, parents and others associated with the school
 - Engage in activities which support the school and advance the education of the pupils attending it
 - Maintain a fun and social environment accessible to all its members

[NOTE - The Head of the School shall have the ultimate decision on all educational matters]
- 2) All Parents, guardians and staff shall automatically be Members of the PTA - There will be no annual subscription or fee required for membership but any voluntary contributions are appreciated.
- 3) The PTA shall be non-political.
- 4) The PTA will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- 5) The management of the PTA will be by a Committee that shall consist of a number of Members including -
 - The Head of the School.
 - 4 Officers elected at the Annual General Meeting -
 - A Chairperson
 - A Treasurer
 - A Secretary
 - A Publicity Officer
- 6) All Members of the Committee will be required to undergo a DBS check and the costs for this will be met by the PTA.
- 7) The Committee may co-opt Members to positions on the Committee with any co-opted Member serving such time remaining until the next AGM.
- 8) The Committee will meet as necessary and not less than once each term at such times and places as the Committee shall direct.
- 9) The quorum for any formal meeting of the Committee shall be 50% of the Committee Members.
- 10) An Annual General Meeting (AGM) of the PTA shall be held in the first term of each school year.
- 11) The quorum for the AGM shall be 50% of the Committee Members of the PTA.
- 12) The AGM shall be taken by the Chairperson (or in his/her absence, by a Member of the Committee elected by the body of the meeting).
- 13) A Special General Meeting (SGM) may be convened by written request to the Committee Secretary if such a request is made by no less than ten (10) Members. Such SGM shall then be held no later than thirty (30) days after the request has been received and the reason for the SGM

with the date and time it shall be held, together with any agenda or motions submitted, shall be circulated to the Members through the normal channels of communication.

- 14) No alteration to the Constitution shall be made except by majority vote at a quorate AGM or SGM called for such purpose.
- 15) No alteration shall be made to the Aims of the PTA, nor to its dissolution that would cause the PTA to cease to be a charity at law.
- 16) The Treasurer shall keep an account of all income and expenditure of the PTA and shall submit such account, duly audited, at the AGM.
- 17) The auditor of the account shall be appointed annually by the Committee but shall not be a Member of the Committee (or their immediate families) and shall ideally be a person qualified to undertake this task (such as an accountant).
- 18) The funds of the PTA shall be retained in an exclusive bank account in the name of the PTA and withdrawals shall only be made in the name of the PTA on the agreement of the Committee and in writing by two (2) of the authorised signatories of the account.
 - Authorised signatories shall be the following –
 - The Chairperson
 - The Treasurer
 - The Secretary
- 19) Should the PTA be dissolved for any reason then all assets remaining after satisfying any and all outstanding debts or liabilities shall automatically be transferred directly to the school for the benefit of the children of the school in any manner which is exclusively charitable at law under the Charities Act 2011.
- 20) The PTA shall retain a valid Public Liability Insurance to cover all activities run by it.
- 21) Any matter not provided for within the Constitution shall be dealt with by the Committee and their decision shall be deemed final.

This constitution was agreed at the Annual General Meeting of the PTA of Buxworth School on:
19 oct 2018