**PTA CONSTITUTION**

SCHEDULE A: THE CONSTITUTION OF FERRYHILL PRIMARY SCHOOL PARENT-TEACHER ASSOCIATION

**NAME**

The name of the group will be the “Ferryhill Primary School Parent-Teacher Association”.

**AIMS**

The aims of the Ferryhill Primary School Parent-Teacher Association (PTA) are:-

* To engage in fundraising activities which support and advance the educational development of pupils attending the school
* To encourage the development of social activities amongst parents and to work with the Parent Council to do so.
* To promote close co-operation between parents and teachers in matters to do with the wellbeing of the school and its pupils

**MEMBERSHIP**

All parents, guardians, carers, grandparents and teachers are members of the PTA.

**OFFICE BEARERS**

* Office Bearers will be the Chairperson, Vice-chairperson, Treasurer and Secretary who will be nominated and elected on an annual basis by the group membership at the AGM. All Office Bearers can be re-elected on a year-by-year basis. The Secretary shall minute each meeting and ensure that copies of the minutes are available to the members of the PTA. The Head Teacher (or representative) shall be invited to all PTA meetings.
* The PTA shall meet as frequently as necessary and at any time at the discretion of the Chairperson or at the request of at least three PTA members.
* The PTA will liaise with the Parent Council where necessary.
* Office Bearers who bring the PTA in to disrepute shall be relieved of their position by vote at either a scheduled meeting or a specially called extraordinary meeting. In regard to the death of any office bearer, the PTA should hold an emergency meeting to re-elect for that position.

**FINANCE**

* The PTA Treasurer will submit a written monthly report to the Chairperson
* The PTA shall have the power to determine how funds will be spent, and will also consider any funding requests from the Parent Council or Teachers.
* The PTA Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this to each PTA meeting and a full account at the Annual Meeting.
* The funds of the PTA shall be lodged in a bank, building society or other account in the name of Ferryhill Parent Teacher Association. Cheques shall be drawn or withdrawals made against the signature of at least 2 named members of the PTA.
* All financial records should be auditedand monitored by members of the PTA upon request and a yearly audit undertaken by a member of the Parent Council.

**CHANGES TO THE CONSTITUTION**

Changes or additions must be made at the Annual meeting called for this purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than 51% of those present.

**DISSOLUTION**

In the event that the PTA ceases to exist, any remaining funds should be given to Ferryhill School for the benefit of the children. The funds will be allocated to a budget other than that of the general school funding.

**September 2013**