

The Friends of Kingsley PTA Constitution

1. Name

The name of the Association is The Friends of Kingsley

2. Objectives

To advance the education of the pupils of the school by providing and assisting in the provision of facilities for education (see Mission Statement for detailed objectives and events):

- A. Foster more extensive relationships between the staff, parents and others associated with the school, engaging in activities which support and advance the education of the pupils attending the school,
- B. To consider applications for funds put to the PTA from The Foundation, Teachers, Pupils and granting funds to support such applications where the request is passed by a majority of the General Committee

3. Membership

All members of staff, the governing body and parents or guardians of children attending the school shall automatically become members. Other people with an interest in furthering the objectives of the Association may apply for membership, and be admitted at the discretion of the Committee.

4. Officers and Annual General Meeting

- A. The Headteacher shall be President of the Association.
- B. The other Officers shall be the Chair, Vice-Chair, Secretary, and Treasurer, to be elected annually at the Annual General Meeting. In special circumstances officers may be co-opted until the next AGM. No one of these Officers can continue to hold one office for more than three years, but is eligible for election to another post. After one year has elapsed, a person is eligible to serve for up to three years in a previous post. If a vacancy remains unfilled at the time of the first meeting of the Committee elected at the Annual General Meeting, the Committee may, at their discretion invite the retiring Officer to serve, even though that person has already served for three years or more in that position.
- C. The Annual General Meeting shall be held in the Autumn term and 14 days notice of this meeting shall be sent to all members. A quorum shall comprise of 7. A special General Meeting may be called at the written request of a minimum of 7 members at the Committee's discretion. 14 days notice shall be given of any Special General meeting to all members of the Association.

5. Committees

- A. The management of the Association shall be in the hands of the Association Committee, consisting of the Chair / Co Chair, Secretary and Treasurer together with a maximum of 20 other members representing each school year.
- B. Committee meetings shall be held monthly during term time. 5 members of the Committee shall constitute a quorum. These may be Face to Face or Online.
- C. The Committee may appoint subcommittees, provided that any business shall be reported to the Committee as soon as possible, and provided that no subcommittee shall spend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

6. Fund Application & Allocation

- A. The Application of fundraiser activity, funds for events or purchases will be reviewed on a case by case basis. A business case should be presented at a monthly Committee meeting by the relevant year group Committee member or sponsor and agreed by two thirds vote of the Committee present. Each Business case should include summary details of project, timeline, costs to fund or target to be achieved and aligned to a specific project.
- B. At the end of each school year, the new year calendar of events will be agreed by the Foundation and added to the school calendar. Each event will be allocated a Committee Sponsor/Representative. Each Representative will provide monthly updates as required and manage budgets.
- C. All Funds raised should be allocated to projects and spent in a timely manner. A change in fund allocation must be tabled and agreed with a two third vote of Committee members present.

7. Finance

- A. Bank accounts shall be operated in the name of the Association. The Association has power to accept donations, subscriptions or otherwise raise funds for the purpose of the Association, to the extent that such activity should not include permanent trading.
- B. Cheques / Payments shall be agreed by two Officers and in line with agreed budgets specific to a project.
- C. The accounts shall be kept by the Treasurer and shall be audited by one auditor appointed at the Annual General Meeting.
- D. Indicative Event Budgets to be agreed at start of each year or at the same time as an event is agreed to take place.
- E. Two Officers, can agree in writing, a spend of up to £500 outside of a PTA meeting. However where possible all expenditure to be agreed at a PTA Meeting. Any expenditure agreed by the Officers outside a Meeting, should be declared at the next Meeting so that it can be minuted.
- F. Event expenses will be paid within 7 days of an event providing that receipts are presented.
- G. Cash monies from Events to be banked as soon as is possible post event.

8. Amendments

No alteration to this Constitution may be made except at the Annual General Meeting or at a Special General Meeting called for the purpose and no amendment shall be made which could cause the Association to cease to be a charity at law. Alterations to the Constitution shall receive the assent of two thirds of the members present, and voting at an AGM or Special General Meeting.

9. Dissolution

The 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 will be given to the school, or in the event of a school closure, to the School to which the majority of the children in the closing School will go, in any manner which is exclusively charitable at law.