



CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY

with THE ARK, a SPECIALIST RESOURCE

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"Loving, learning, growing together as Christ's family"

Parent-teacher Association (PTA) Constitution

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1. PTA details

The name of the association at Christ the King Catholic Primary is the Parent and Teacher

Association - PTA

The official address of the PTA is Lulworth Road, Reading RG2 8LX

The PTA committee will continue operating so long as there are at least two members.

2. Roles and responsibilities

The committee will not undertake any activity on the school premises without the headteacher's consent.

To promote the objectives outlined in the objectives section, the PTA committee holds the following powers:

- Provide advice to the school on how provision could be advanced for pupils
- Distribute relevant information
- Work in liaison with other relevant bodies
- Raise funds
- Acquire or hire property, as appropriate
- Give grants or loans of money and guarantees
- Reserve funds for special purposes or as a contingency for any future expenditure
[Reserves should not be built up without an agreed decision or be excessive and should be spent achieving the association's objects in a timely way.]
- Deposit or invest funds in accordance with the law [Investments should only be made after consulting a financial expert and

considering the appropriateness of the investment.]

- Have public liability insurance that covers PTA committee meetings, activities and PTA members, insure the PTA committee's property against any risks and have other insurance policies to protect the PTA committee, where required
- Employ paid or unpaid staff, advisors or agents
- Enter into contracts that provide services to, or on behalf of, other agencies
- Pay the costs of forming the association
- Pay for goods and services that are necessary for carrying out the work of the charity
- Open and manage a bank account and any other accounts the association deems necessary
- To do whatever else the association deems necessary, within the limits of the law and with the headteacher's permission

The secretary will:

- Record and distribute minutes of meetings
- Deal with correspondences with the association
- Give notice of all general and executive committee meeting
- Issue statements and press releases under the chair's direction
- Report on each previous year's activities at the AGM

The treasurer will be responsible for:

- Opening a bank account in the name of the association.
- Keeping records of all the income and expenditure of the association and submitting them in a clear and concise format at the AGM.

To help the committee run the association, the following powers are available:

- The power to delegate any functions of the committee to sub - committees, which must consist of two or more persons who have been appointed by the committee – at least one member must be a member of the committee. All sub -committee proceedings will be communicated to the main committee.
- To make rules consistent with this constitution about the committee and sub-committee, to govern general meetings and the general running of the association, including the operation of bank accounts and fund management.

3. Definitions

‘Association ’ refers to the charity relevant to this constitution.

‘Committee ’ is the governing board of the association, which includes all elected and co - opted committee members.

‘Members’ refers to the individuals who make up the committee, as elected at an AGM.

4. Objectives

The objective of the association is to advance the education of pupils by:

- Establishing positive relationships between staff, parents and the whole school community.
- Engaging in and offering opportunities for activities that support the school and have a meaningful impact on pupils’ education.

5. Membership

The PTA committee will be made up of the parents, guardians or

carers of any pupil currently attending the school, as well as teaching and non-teaching staff currently employed by the school.

Members may vote in any meeting.

The PTA committee will consist of a minimum of two members.

The headteacher has a right to attend PTA meetings.

Membership to the PTA will be terminated if:

- The member dies.
- The member resigns by written notice to the PTA.
- The member's conduct goes against this constitution or their general conduct is deemed unacceptable.

The majority of members will agree that a particular member's actions or behaviour undermines the objects of the PTA.

[It is unlikely that a member will be removed from the PTA; however, if this happens, it must be done for a good reason and the member must be given an opportunity to state their case before a final decision is made. The final decision should be made by a majority vote – it is good practice to record this decision in the minutes of the PTA meeting.]

Members will receive confirmation of termination of their membership in writing from the Chair within 14 days

If the chair's membership is being terminated, the remaining members will elect an individual to carry out the duty of informing the chair.

Members of the PTA will not benefit from the charity (excluding reasonable expense) without commission approval.

6. Annual general meetings (AGMs)

The chair will be in charge of leading the AGM. If the chair is unable or unwilling to lead the AGM, the PTA will elect another member.

All members will be invited to attend all AGMs.

The chair of the PTA committee will ensure AGMs are called by giving no

less than 10 clear days written notice to all members. The notice will specify the date, time and location of the AGM and give an overview of the agenda.

The quorum at an AGM will be at least twice the number of PTA members in office at the start of the meeting. [The only exception for this would be at an AGM where the PTA is being dissolved.]

Unless stated otherwise, issues discussed at AGMs will be decided by a majority vote.

Every member has a single vote; however, the chair will have a casting vote if a decision is equally divided.

The PTA will hold a general meeting within 12 months of adopting this constitution.

After this, an AGM will be held on subsequent years and not more than 15 months will elapse between successive AGMs.

During an AGM, members will:

- Receive the accounts of the PTA for the previous financial year.
- Receive a report from the members on the PTA's activities since the previous AGM.
- Elect PTA members.
- Appoint an independent auditor for the PTA. [This may be a stipulation of your insurance.]
- Discuss and establish any issues of policy, or handle any other business.

A general meeting may also be called for special reasons and, if so, will be called an extraordinary general meeting (EGM). For members of the association to call an EGM, there must be a request for an EGM from at least 10 members – the committee must then call an EGM within 21 days of the written request being received. Following this, the EGM must take place within three months.

7. Committees

All committee members will be trustees of the charity and will have control over the association, its property and money.

Committee members will be elected at an AGM and will hold office until the next AGM.

Committee members, except any that are co-opted, will be members of the association.

Committee members will have the power to co-opt other members at any time.

Co-opted committee members will serve until the date of the next AGM.

The total number of co-opted committee members will not exceed 50 percent of the number of committee members.

Nominations for election to the committee can be made by any members of the association and seconded by another. The committee will ensure:

- Nominations have the consent of the nominee.
- Nominations are made in writing to the chair.

If no, or an insufficient number of, nominations are received before the AGM, any members present will nominate a person, with their consent, and that person will be appointed if there is a majority vote.

A committee member's appointment will cease if:

- They are disqualified under section 178 of the Charities Act 2011 or any relevant re-enactment from acting as a charity trustee.
- They become physically or mentally incapable of managing their affairs, as advised by a medical practitioner. [Committees may wish to include a clause that requires a committee member who appears mentally or physically incapable to take a medical examination.]
- They are absent from three consecutive committee meetings without notifying the secretary.
- They cease to be a member of the association.

- They give written notice of their resignation to the committee and at least two other committee members remain in office. [Any association without at least two members will be forced to dissolve.] If the majority of other committee members pass a resolution to remove someone, the committee member concerned will be notified of the proposal and given 14 days to respond. Removal is only in effect following this, and if the matter has been considered in light of any representations made.

Following resignation, committee members are entitled to indemnity in respect of liabilities incurred while they held office.

Where the committee members were unaware at the time of a defect in the appointment of a committee member, decisions taken at the meeting do not become invalid.

Committee members are entitled to reimbursement for any reasonable out-of-pocket expenses incurred in the administration of the association including hotel and travel costs.

8. Committee meetings

The committee must hold at least two meetings each academic year.

A quorum of 50 percent, rounded up to the nearest whole number, of the total number of committee members will be ensured. [This applies when there are three or more members in post – if the association only has two members, 100 percent attendance is required.]

Decisions will be made according to a majority of the votes cast at the committee meeting. In addition:

- A written resolution that is signed by all committee members is equally sufficient.

- The resolution may be contained in more than one document and will be treated as passed on the date of the final signature.
Every committee member will have one vote per issue; however, the chair of the meeting will have a second or casting vote.
Where a committee member has a personal interest in a matter of discussion at the meeting, they will:
 - Declare their interest prior to the beginning of discussion on the matter.
 - Withdraw from that part of the meeting unless expressly invited to stay and provide information.
 - Not vote on the matter.
 - Not be counted in the number of committee members considered present.
- Funding and finance
 - Funds of the association will be held in a bank account in the name of the association.
Withdrawals from the bank account will be made in the name of the association on the signature of any two of the following:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary

10. Records and accounts

The committee will comply with the requirements of the Charities Act 2011 with regard to the keeping of financial records, the audit or independent examination of accounts, and the preparation and transmission to the Charity Commission of:

- Annual reports.
- Annual returns.
- Annual statements of account.

The treasure will keep accurate records of any financial transactions of the association and bring the books to balance on the last day of the month prior to the AGM, at which they will present the accounts to be examined by the committee appointed auditor.

The committee will keep records of:

- All proceedings at general meetings.
- All proceedings at committee meetings.
- All reports of sub-committees.

Annual reports and statements of account will be made available for inspection by any member of the association.

11. Notices

Notices of any general meeting will be sent by email, text or the newsletter. A technical defect in giving notice which a committee member is unaware of at the time does not invalidate decisions taken at a general meeting.

12. Land and Property

The property and funds of the association will only be used to fulfil the core objects of the association.

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

- The maximum value is set out in writing and is reasonable.
- Committee members agree that entering into the agreement is in the best interests of the charity.

- The total number of committee members entitled to the remuneration is a minority. The PTA committee will work in consultation with the site manager to maintain its land and property.

13. Investments

As detailed as a power of the association in the membership section, the association may deposit or invest funds in accordance with the law.

Investments will only be made after consulting a financial expert and considering the appropriateness of the investment.

The PTA committee will consult the headteacher and the SBM regarding the appropriateness of the investments.

The PTA committee will use a majority vote to approve investments.

14. Disputes

At the PTA, we treat everyone with respect. We follow the school's ethos and Catholic values.

The Chair will ensure that meetings are conducted in a respectful way. At least one member of school staff will also be present at the meetings.

If a dispute arises, no decisions will be made until an agreement is reached.

The PTA committee will follow the school's Complaints Procedure Policy.

If the dispute is in regard to a safeguarding concern, the PTA committee will contact the school's DSL.

If the dispute is in regard to the conduct of a member of the committee, an investigation will be held and if it is deemed to be unacceptable behaviour, a meeting will be held to address this with an official warning, where appropriate. If the individual's behaviour is deemed seriously unacceptable, the committee may find it necessary to dismiss the individual.

15. Confidentiality

Meetings of the association are open to the public unless the members of the association or committee members consider the matter to be discussed as confidential.

16. Amendments

This constitution may be amended at a general meeting by a two-thirds majority vote.

Members must be given 21 days notice of any proposed amendments.

Amendments are not valid if they make any fundamental changes to the association's core objectives or negatively affect the association's charitable status. Amendments to section records and accounts may only be made with the prior consent of the Charity Commission.

A copy of any resolution to amend the constitution will be sent to the Charity Commission within 21 days of it being passed.

17. Dissolution

The association may be dissolved by a resolution presented at an AGM or EGM, provided that:

- The topic was included in the notice of the meeting.
 - The resolution has at least a two-thirds majority vote of those voting.
- In the event of dissolution, any remaining net assets will be given to the school and should be distributed for the benefit of the pupils.

In the event of dissolution, where the school is closing, remaining funds will be distributed to a neighbouring school of the committee's choosing.

If it is not possible to dispose of assets, the assets will be given to another charitable cause, provided it is within the objectives of the association. Under no circumstances will assets be distributed among the members of the association.

Members will notify the Charity Commission of the association's dissolution promptly, and will comply with any subsequent request, such as for the association's final accounts.

18. Monitoring and review

This constitution is reviewed every two years by the chair of the committee and the Headteacher.

The scheduled review date for this policy is October 2028