

Northbourne CE (A) Primary School Parent-Teacher Association (PTA) Annual General Meeting



Tuesday 24th September 2019, 3:15pm

Agenda

1. Welcome and attendance
2. Purpose of meeting
3. Annual report, including finances
4. Election of the Management Committee
5. Suggested dates for the year
6. Date of next AGM – Tuesday 25th September 2020, 3:15pm

Suggested dates

7th November: Bonfire Discos

5th December: Key Stage One production

12th December: Foundation Stage nativity

18th December: Christmas Discos

26th March: Y3/4 production

2nd April: Easter Discos

19th May: Sports Day

21st May: Reception Induction Mtg

28th June: Summer Barbecue

14th July: Leavers' event

Northbourne School PTA (Parent-Teacher Association) Constitution

1. The name of the Association shall be *The Northbourne School PTA*.
2. The objective of the PTA is to advance the education of pupils in Northbourne School. In furtherance of this objective, the PTA may:
 - *Provide and assist in the provision of facilities for education at the school not normally provided by the Governors or LEA*
 - *Engage in activities which support the school and advance the education of the pupils attending it*
 - *Develop more extended relationships between the staff, parents and others associated with the school*
3. To enable the objectives in clause 2 above to be fulfilled, the PTA will engage in fund raising or other social activities.
4. The PTA shall be non-political.
5. The PTA shall take out Public Liability Insurance.
6. The PTA may appoint a President who shall normally be the current Headteacher.
7. Membership shall consist of all parents and/or guardians of children attending the school, past parents, governors and all teachers and ancillary staff. Eight members shall constitute a quorum at any General Meeting of the Association.
8. The management of the PTA shall be vested in a Committee consisting of the following:
 - *The President or his appointed nominee*
 - *The Chairman*
 - *The Vice Chairman*
 - *The Treasurer*
 - *The Secretary*
 - *A nominated member of the school staff*
9. The Head or his/her appointed nominee and three members of the said Committee shall constitute a quorum for the Committee.
10. The Committee shall have the power to co-opt members, and to appoint any sub-committee, and shall prescribe the function of any such sub-committee.
11. The Annual General Meeting (AGM) of the Association shall be held in the Autumn Term of each year after the conclusion of the first Annual General Meeting. At the AGM, the chair shall be taken by the Chairman or in his/her absence by another member of the Management Committee other than the Secretary.
12. Casual vacancies by the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve while the person in whose place he/she is co-opted would have served.
13. An Independent Examiner, not being a member of the Committee, shall be appointed annually to examine the accounts and books of the Association.
14. A special General Meeting shall be convened at the request in writing, to the Secretary, of ten members of the Association. Such a meeting shall be held within thirty days of the request. Agenda and motions submitted shall be circulated to all members by the Secretary.
15. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly examined, at the Annual General Meeting. The Banking Account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:
 - *Chairman*
 - *Vice Chairman*

- *Treasurer*
- *President*

17. No alteration of the rules may be made except at the Annual General Meeting or at a Special Meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the PTA to cease to be a charity at law.
18. Any assets remaining on dissolution of the PTA after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but shall be given to the school for the benefit of the children of the school in any manner which is exclusively charitable at law, or in the event of the school's closure, to another local school.
19. The Headteacher and Governing Body of the school shall have the ultimate decision on all educational matters.

Northbourne School PTA Management Committee

Chair and vice-chair

- To chair PTA meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the PTA.
- To ensure that PTA business is conducted in an open and transparent way and that all relevant documents are posted on the school website.
- To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
- To support and authorise the work of the Treasurer and Secretary.
- To prepare and authorise the written reports which constitute the annual Charity Commission return.
- To prepare the Chair's Report for the Annual General Meeting.
- To oversee the formation of sub-committees for fundraising events and make sure they receive the support they require for organising successful fundraising events.
- To make sure that the leads for Fundraising events plan and prepare accordingly for their events and receive the required support to hold a successful event.
- To make sure that the PTA obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for the bar and sale of raffle tickets.
- To correspond with sponsors, the PTA and the Headteacher when specific actions relating to PTA business are required.

Treasurer

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- Prepare and update financial ledgers on a regular basis.
- Complete banking transactions on a regular basis.
- Organise cash for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
- Prepare and report financial statements at PTA Meetings.
- Prepare a concise Financial Report for the Annual General Meeting.
- Prepare and submit financial reports for the annual Charity Commission return.

Secretary

- To ensure that PTA meetings are publicised in advance of the meeting.
- To prepare meeting agendas by consulting with the PTA Chair.
- To take minutes at PTA meetings and the Annual General Meeting.
- To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
- To ensure meeting records are properly maintained and minutes of PTA meetings are posted on the school website.
- To assist the Chair and Treasurer with specific requests which require formal written correspondence.
- To assist the Chair, Treasurer and sub-committees at fundraising events.