



## **Newhall Primary Academy and Nursery Parent Teacher Association**

### **Constitution**

#### **1. Title**

The Association shall be known as the Friends of Newhall (often simply referred to as the Friends)

Address: Newhall Primary Academy and Nursery

Roundhouse Way

Harlow

Essex

CM17 9SF

The minimum number of committee members: 3

#### **2. Objects**

The object of the Association is to advance the education and wellbeing of the pupils of the school and nursery in particular by:

- a) Developing effective relationships between the staff, parents and others associated with the school and nursery;
- b) Engaging in activities or providing which support and advance the education of the pupils attending the school and nursery, including fund raising and after school activities
- d) considering applications for funds put to the PTA from parents, teachers, Pupil Council and groups within the Parent Forum and granting funds to support such applications where the request is passed by a majority of the General Committee.

#### **3. Powers**

The committee members have the following powers, which may be exercised only in promoting the Objects:

- a) to raise funds and invite and receive contributions in furtherance of the objects of the Association
- b) to publish or distribute information
- c) to co-operate with other bodies
- d) to set aside funds for special purposes or as reserves against future expenditure

- e) to take out public liability and personal accident insurance to cover Association meetings, activities, committee members, to insure the Association's property against and foreseeable risk and take out other insurance policies to protect the Association where required
- f) to employ paid or unpaid agents, staff or advisers
- g) to obtain and pay for goods and services as are necessary for carrying out the work of the committee
- h) to do anything else within the law that promotes the Objects

BUT the Committee shall not undertake any activity in the school or nursery without the consent of the Headteacher.

#### **4. Membership**

The Members of the Association shall comprise all parents or guardians of children attending the school (including nursery class) and all staff employed at the school and nursery.

The Office Bearers of the Association shall consist of:

- A. The President (the Head Teacher of the School)
- B. Chairperson
- C. Vice Chairperson
- D. Secretary
- E. Treasurer
- F. Minute Secretary

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the first meeting after the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Minute Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to the Parent Council and to any member of the Association who requests them.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Where a member of the Committee fails to attend regular meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

#### **5. General Meetings (Annual and Extraordinary)**

All members are entitled to attend any General meeting of the Association

All General meetings are called by giving 21 clear days written notice of the meeting to the Members. The notice should specify the date, time and location of the General meeting as well as give an overview of the agenda.

There is a quorum at a General meeting when the number of members present is at least twice the number of committee members in office at the start of the meeting. The only exception would be at a General meeting where the Association is being dissolved.

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:-

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) appointment of an independent examiner of the Accounts
- d) receipt of reports of the Office Bearers
- e) election of members to serve on the Committee
- f) discussion of motions received

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings the quorum shall consist of no less than 5 members of the Association.

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power to call Extraordinary General Meeting (EGM).

## **6. The Committee**

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

All committee members, except those who are co-opted, must be members of the Association

Committee members shall have the power to co-opt committee members at any time, and co-opted committee members shall serve office until the date of the next AGM

The number of co-opted committee members must not be more than 50% of the total number of committee members

Nominations for election to the committee may be made by any Member of the Association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any Members present may

nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

A committee member automatically ceases to be a committee member if he or she:

- a) Is disqualified under section 72 of the Charities Act 1993 as amended by the Charities Act 2006 from acting as a charity trustee
- b) Is incapable, whether mentally or physically, of managing his or her own affairs
- c) Is absent from three consecutive meetings of the Committee without prior notification to the Secretary
- d) Ceases to be a member of the Association
- e) Resigns by written notice to the Committee but only if at least two committee members remain in office
- f) Is removed by a resolution passed by a majority of other committee members. Removal is not effective until the committee member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made
- g) All committee members shall be entitled to reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the Association
- h) A technical defect in the appointment of a committee member of which the Committee are unaware at the time does not invalidate decisions taken at the meeting

## **7. Committee Meetings**

The Committee must hold at least three meetings every academic year

Meetings of the General Committee shall be held as required during term time. At all meetings of the Committee a third of General Committee Members, at least two of whom are Office Bearers, shall form a quorum.

The Chair or, if the chair is unable or unwilling to do so, some other committee member chosen by other members present is in charge at each Committee meeting

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairman shall have the deciding vote which shall be used only in the event of a tie.

## **8. Powers of Committee**

The following powers are available to the Committee to help run the Association:

- a) To delegate any functions of the Committee to sub-committees. These must consist of two or more persons appointed by the Committee but at least one member of every sub-committee must be a committee member. All sub-Committee proceedings must be promptly reported to the main Committee.

## **9. Finance**

Funds of the Association shall be lodged as a line in the main school account.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of July in each year. The income and expenditure for the Association will be audited in line with the main school bank account.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

#### **10. Alterations to the Constitution**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

#### **11. Dissolution**

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than two thirds of those members of the Association voting in person plus the President of the Association. Any remaining funds should be distributed for the benefit of the children at the school and nursery.