

# **KESTEVEN AND SLEAFORD HIGH SCHOOL** **PARENT AND TEACHERS ASSOCIATION**

## **Constitution**

Adopted on the 16<sup>th</sup> September 2019

### **A     Name**

The name of the Association is Kesteven and Sleaford High School Parent and Teachers Association. ("the Association")

### **B     Administration**

Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the PTA Committee.

### **C     Objects**

The Association's objectives are:

To advance the education of the girls of the school and foster more extended relationships between staff, parents, pupils and others associated with the school.

### **D     Powers**

In aiming to achieve the objectives the PTA Committee may exercise the following powers:

- (i) power to provide or assist in the provision of facilities at the school;
- (ii) power to engage in activities which support the school and promote the welfare of pupils attending it;
- (iii) power to raise and to invite and receive contributions provided that in raising funds the PTA Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (iv) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (v) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the PTA Association;
- (vi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (vii) power to establish or support any charitable trust, associations or institutions formed for all or any of the objects;
- (viii) power to apply for and hold a license for the sale of alcohol at its functions and activities;
- (ix) power to insure members against personal liability to third parties arising from acts properly undertaken in the administration of the association and its activities;
- (x) power to appoint and constitute such advisory or sub-committees as the PTA Committee may think fit;

- (xi) power to do all such other lawful things as are necessary for the achievement of the objects.

## **E Membership**

(1) Membership of the Association shall be automatic upon joining the School for:

- (i) Parents or carers of present pupils;
- (ii) Members of staff; and
- (iii) Members of the Governing Body of the School

and shall continue for as long as they are associated with the school in said capacity.

Membership shall also be open to any person over the age of 18 years interested in furthering the objects of the Association who applies to the PTA Committee and is:

- (iv) a parent or carer of a past pupil of the school, or
- (v) is otherwise in support of the objects of the Association.

Membership in categories (iv) and (v) is at the discretion of the PTA Committee of the Association.

(2) Every member shall have one vote.

(3) The PTA Committee may by unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the PTA Committee, accompanied by a friend, before a final decision is made.

## **F Honorary Officers**

The President of the Association should be the Headteacher. At the annual general meeting of the Association the members shall elect a **chairperson**, a **secretary** and a **treasurer**, all of whom at the time of their election must be either members of the school staff or parents/carers of present pupils, who shall hold office from the conclusion of that meeting.

## **G PTA Committee**

(1) The PTA Committee shall consist of:

- (a) the honorary officers specified in the preceding clause;
- (b) the Headteacher and Assistant Headteacher (Pastoral);
- (c) nominated members appointed as follows:

Up to 10 other members elected at the A.G.M who shall hold office from the conclusion of that meeting such that:

- (i) the number of school staff does not exceed 5 (in addition to the Headteacher and Assistant Headteacher);
- (ii) the number who are not parents or carers of current pupils, past pupils, does not in total exceed 10.

(2) All the members of the PTA Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected

or re-appointed. No individual may hold the office of the Chairperson of the Association for more than 5 years (at the discretion and agreement of the Association committee).

- (3) The proceedings of the PTA Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (4) Nobody shall be appointed as a member of the PTA Committee who is aged under 18.
- (5) No person shall be entitled to act as a member of the PTA Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the PTA Committee a declaration of acceptance and of willingness to act in the trusts of the Association.
- (6) The Chairperson, Treasurer and Secretary for the time being will act as the Trustees of any property the Association shall own or hold including the funds in any account held with any bank holding the same for the sole benefit of the Association.

#### **H Determination of Membership of PTA Committee**

A member of the PTA Committee shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without permission of the PTA Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- (4) notifies to the PTA Committee a wish to resign (but only if at least three members of the Executive Committee in addition to the Headteacher and deputy/ies will remain in office when the notice of resignation is to take effect).

#### **I PTA Committee Members not to be personally interested**

No member of the PTA Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee for the Association) or receive remuneration (other than the reimbursement of properly incurred expenses), or be interested (otherwise than as a member of the Committee) in any contract entered into by the PTA Committee.

#### **J Meetings and proceedings of the Committee**

- (1) The PTA Committee shall hold at least two ordinary meetings each year. Additional meetings may be scheduled.
- (2) The chairperson shall act as chair at meetings of the Committee. If the chairperson is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be a quorum when: At least five committee members are present.
- (4) Every matter shall be determined by a majority of votes of the members of the PTA Committee present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
- (5) The PTA Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any sub-committee, such minutes to be endorsed as a true

record by whosoever chaired the meeting after ratification by members at a subsequent meeting.

- (6) The PTA Committee may appoint one or more sub-committees consisting of three or more members of the PTA Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the PTA Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the PTA Committee.
- (7) The PTA Committee may, at its discretion, rule on any matter not addressed by this constitution.

**K Receipts and expenditure**

- (1) The funds of the Association, including all donations contributions and bequests, shall be paid into accounts operated by the PTA Committee in the name of the Association at such bank as the PTA Committee shall from time to time decide. All cheques drawn on the accounts must be signed by a least two members of the PTA Committee.
- (2) The funds shall be applied only in furthering the objectives of the Association.

**L Accounts**

The PTA Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Association;
- (2) the preparation of annual statements of account for the Association;
- (3) the auditing or independent examination of the statements of account of the Association; and
- (4) the transmission of the statements of account of the Association to the Charity Commission.

**M Annual Report**

The PTA Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

**N Annual Return**

The PTA Committee shall comply with their obligations under the Charities Act 2011(or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

**O Annual General Meeting**

- (1) There shall be an annual general meeting of the Association which shall normally be held in the Autumn Term in each year.
- (2) Every annual general meeting shall be called by the PTA Committee. The secretary shall give at least 7 days notice of the annual general meeting to all the members of the Association. All members of the Association shall be entitled to attend and vote at the meeting.
- (3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairperson of the meeting. The chairperson of the Association shall be the

chairperson of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairperson of the meeting.

- (4) The PTA Committee shall present to each annual general meeting the report and accounts of the Association for the preceding year.

**P Special General Meetings**

The PTA Committee may call a special general meeting of the Association at any time. If at least 5 members of the Association request such a meeting in writing stating the business to be considered the secretary shall call a meeting. At least 7 days notice must be given. The notice must state the business to be discussed.

**Q Procedure at General Meetings**

- (1) The secretary or other person specially appointed by the PTA Committee shall keep a full record of proceedings at every general meeting of the Association.
- (2) There shall be a Quorum when 5 members of the Association are present at any general meeting AND a simple majority of members present at the meeting are parents or carers of present pupils.

**R Alterations to the Constitution**

- (1) No amendment may be made which would have the effect of making the Association cease to be a charity at law.
- (2) The PTA Committee should promptly send to the Charity Commission a copy of any amendment made under this clause.

**S Dissolution**

If the PTA Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 7 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the PTA Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be sent to the Charity Commission.

The Trustees should ensure that they retain a copy of this consent for the charity's records.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed .....Chairperson

.....Treasurer

.....Secretary