



Parents, Teachers and Friends Association of Messing School.

Constitution

Messing Primary School provides a Parents, Teachers and Friends Association, hereafter known as the PTFA.

There is no legal requirement for the PTFA to register with the charities commission at this time as the committee does not raise in excess of £5000 in any given year.

Communication

All PTFA communications should be addressed to:

Messing Primary School PTFA
School Road
Messing
Essex, CO5 9TH

Committee Officers and Members

The PTFA should always have at a minimum 2 appointed committee Officers, with assigned responsibilities for the governance of the PTFA.

However it is recommended that at any time at least 3 Officers are appointed, which should include a Chair, Secretary and Treasurer. Additional Officers may be assigned, according to a vote of all committee Members. This may include a vice chair.

All parents, guardians, of children currently attending Messing Primary School and teachers and non-teaching staff currently employed by the school are automatically granted membership to the Association. Other individuals, including parents of children who have left Messing Primary School, may become Friends of the Association, and this will also grant them membership. A Friend is someone over the age of 18 who wishes to offer appropriate support and who is accepted by the committee as a Member.

All Members of the Association are eligible to attend any general meeting of the Association, including the PTFA AGM, and vote on PTFA matters, including the election of Officers as above. Members are also invited to attend any other PTFA meetings as communicated by the PTFA. These may be held virtually.

PTFA books/accounts and statements are available to PTFA Members on request.

Formation of the committee

Election of Officers should be determined by a vote, carried out at the AGM. Individuals may nominate themselves, or may be nominated by another (such nominations should have the consent of the nominee). Those individuals applying for an Officer position should be communicated to all Members prior to the AGM. If no nominations are received (or

insufficient nominations are received to fill all positions), any Members present at the AGM may nominate a person, with their consent, and may be appointed by general vote. At each AGM all Officers should be re-elected, even if the individuals intend to remain in a position from the previous year. In the event that an individual leaves a position prior to the AGM, the position may be filled by any Member, according to the agreement of the committee Members, and will be subject to election at the next AGM. An Officer may resign from a position, but it is recommended that notice of the intention to resign is given where practical.

AGM and other general meetings

The AGM should be held in September each year, or on a date as agreed by all committee Members. The Chair is in charge of the AGM. 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 (which may be held virtually) as well as give an overview of the agenda.

At each AGM the agenda should include (but not be limited to)

- The adoption/re-adoption of the constitution
- Chair's annual report
- The election/re-election of committee members
- The presentation of PTFA accounts for the previous year by the Treasurer
- Decisions on reserve fund levels and what to spend excess PTFA funds raised on
- Appoint an independent examiner or auditor for the Association
- Issues should be decided upon by a simple majority vote cast by Members present. Except for the Chair, who has a second or casting vote where a vote is tied, every Member present is entitled to one vote on every issue.

An EGM (extraordinary general meeting) may be called at any time by the Committee and must be called within 21 days to happen within three months of a written request to the receiving committee members.

A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of the association. This requires a request in writing to the committee from 10 or more members. As a result, the committee must call an EGM (give all members of the association notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This timeframe is designed to make allowances for school holidays.)

Objectives of the committee

- To develop and nurture effective relationships between the parents and the school.

- To organise and support PTFA-led events for the school, including fayres and fund-raising events.
- To provide facilities, equipment or events which further the educational, physical or social development of pupils using any funds raised by the PTFA. These needs being identified by the school and according to the agreement of the majority of committee Members.

Powers of the committee

The committee Members have the following powers, which may be exercised only in the promotion of the objectives as outlined above:

- To provide advice
- To publish or distribute information
- To co-operate with other bodies
- To raise funds (but not by means of permanent trading)
- To acquire or hire property of any kind
- To make grants or loans of money and to give guarantees
- To set aside funds for special purposes or as reserves
- To deposit or invest funds in a lawful manner
- To take out public liability and personal accident insurance to cover Association meetings, activities and events
- To employ paid or unpaid agents, staff or advisers
- To enter into contracts to provide services to or on behalf of other bodies
- To pay the costs of forming the Association
- To obtain and pay for goods and services as are necessary for carrying out the work of the Association
- To open and operate bank and other accounts as the committee Members consider necessary
- To do anything else within the law that promotes the Association objectives

BUT

- The committee shall not undertake any activity in the school premises without the consent of the head teacher.

Committee meetings

The committee must hold at least three meetings every academic year. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums

- A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only

two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.

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

Roles

The officers have defined roles, such as Chair, secretary and treasurer.

The Chair's responsibilities include:

- setting the meeting agenda
- leading the meeting
- welcoming and involving members
- taking apologies for absence
- writing the annual report in conjunction with the secretary
- signing the approved minutes of the last meeting
- signing cheques.

The secretary's responsibilities include:

- dealing with correspondence
- preparing the agenda in consultation with the Chair
- arranging meetings and events
- keeping a record of attendance at meetings
- taking notes during meetings
- writing up and distributing minutes
- co-signing cheques
- writing the annual report with the Chair.

The treasurer's responsibilities include:

- recording all income and expenditure
- providing financial information for each meeting, including the balance of funds and committed expenditure
- recording all financial decisions
- liaising with the bank
- paying money into the bank and reconciling bank statements
- co-signing cheques
- withdrawing cash floats for events
- ensuring regular payments (such as for membership of Parentkind, formerly known as PTA UK)
- pursuing charity registration when this is agreed.

Records

The Committee must keep proper records of:

- all proceedings at General meetings
- all proceedings at Committee meetings
- annual reports and statements of account relating to the association must be made available for inspection by any member of the association.

The PTFA has a clear policy on the use of data under GDPR and adheres to regulations around data retention.

See appendix A for record keeping pro formas.

Property and Funds

The property and funds of the Association may only be used to fulfil the Objectives as above.

Whenever a committee member/trustee has a personal interest in a matter to be discussed at a meeting, the committee member/trustee must:

- declare an interest before discussion begins on the matter
- withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- not be counted in the quorum for that part of the meeting
- withdraw during the vote and have no vote on the matter.

Amendments and Dissolution

This constitution may be amended at a General Meeting of the Association by a two-thirds majority vote.

The Association may be dissolved by a resolution presented at a General Meeting, where supported by a two-thirds majority vote. Any net assets will be given to the school for the benefit of the pupils of the school.

In both cases 21 days written notice must be provided to all Members.

Messing Primary School

PTFA Code of Conduct

Introduction

This Code of Conduct binds both committee and non-committee members of (Association name)

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for the PTFA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTFA.

The Code

- Any parent or guardian of a pupil attending (association name) and all members of school staff are deemed to be members of the PTFA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTFA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTFA and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. Communication can be sent to the PTFA email address pfamessing@gmail.com. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the PTFA email address may not be answered immediately. All committee members work on behalf of the PTFA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.

- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the School and personal property.
- All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member should return any relevant paperwork or assets to the PTFA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTFA member or PTFA committee member is stated in the constitution.