

1. The Association's Name:

The association shall be called "St Gregory's Parents, Teachers and Friends Association" hereafter referred to as the PTFA.

2. The Aims and Objectives of the PTFA:

To promote and encourage co-operation between parents and the school.
To support the school through raising funds for the benefit of the children.

(It is not the role of the PTFA to discuss any items which are the exclusive responsibility of the schools leadership.)

3. Membership of the Association

The membership of the PTFA shall comprise all parents or carers of children attending the school. In the event of a child leaving Saint Gregory's, the parent or carer shall cease to be a member of the PTFA forthwith.

4. The Structure of the Association:

4.1. The composition of the PTFA Committee.

The PTFA committee will comprise, as a minimum, of three positions.

These positions are the chairperson, secretary and treasurer. These positions may be shared responsibilities (but all must be elected).

Other committee positions/responsibilities may be added at the AGM and will be reviewed annually.

4.2 The Annual General Meeting:

- a) The AGM shall be held in October of each year.
- b) Parents shall receive at least fourteen days notice of such a meeting.
- c) The Treasurer will report the accounts of the PTFA for the previous financial year.
- d) Election of the committee members/trustees.
- e) Discuss and determine any issues of policy or deal with any other business put before them.

4.3 Parent Election:

- a) Parents shall elect three representatives to the PTFA committee at the AGM.
- b) Parents shall be requested to submit nominations to the outgoing Secretary for the PTFA committee no later than one week prior to AGM. Families shall be limited to one member on the committee.
- c) A paper/online ballot will be held to elect members to the PTFA at the AGM, as appropriate.
- d) Only parents present at the AGM are eligible to vote.
- e) Two individuals, with no affiliation to the PTFA, will be chosen to count the vote. These individuals have no voting rights.
- f) The three candidates receiving the most votes will be elected. In the event of a tied vote, the chair shall have the casting vote.



4.4 Notice of PTFA Committee Meetings:

The secretary of the PTFA association shall give appropriate notice of all committee meetings.

All items for consideration at meetings must be addressed to the secretary of the committee and/or the school headteacher at least seven days in advance of the meeting. The secretary and the headteacher will agree the agenda seven days in advance of the meeting.

The committee shall meet at least once during each term (i.e. minimum of 3 meetings per year).

4.5 PA Committee Quorum & Voting:

- a) The Quorum for a committee meeting shall be any three members.
- b) Each member of the committee shall have one vote.
- c) In the event of a tied vote, the chairperson shall have an extra casting vote.

4.6 Term of office for the PTFA Committee:

The term of office for the elected committee members shall be one year. Office holders may be elected to office annually for a period not exceeding two consecutive years. Office holders are elected from the new formed committee at their first meeting following the PTFA AGM.

4.7 Parent resignation from PTFA:

In the event of an elected member's resignation from the committee the vacant position shall be filled from the general parent membership.

5. The Financial Administration of the Association

5.1 Fundraising:

Discussion will take place between the PTFA and the school each year to determine what fundraising might be beneficial to the school. All fundraising events must receive the prior approval of the school leadership for insurance reasons.

- 5.2** The Treasurer of the Association shall receive and expend monies as approved by the Committee and shall keep accurate accounts of all transactions. Banking and authorisation of payment arrangements shall be as directed by the committee.
- 5.3** The accounts of the Committee shall be prepared on an annual basis for presentation and the AGM.

6. General Matters of the Association:

6.1 Confidentiality:

All members of the PTFA committee are expected to maintain and treat all matters relating to school business, pupils, parents, staff etc. as strictly confidential.

All members of PA committee will sign the PTFA Constitution annually.

6.2 Removal of an Elected Member of the PTFA Committee:

Any elected member of the association may seek the removal of another elected representative but must use the mechanisms of an Extraordinary General Meeting to pursue such a matter. A two thirds majority shall be required to pass such a motion.



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6.3 PTFA Association Dissolution:

- a) The association may be dissolved by an EGM duly convened for the purpose, provided that a resolution to dissolve the association shall be carried by a majority of four-fifths of those in attendance at such a Special Meeting.
- b) The leadership of the school reserves the right to dissolve the PTFA if it falls short in its delivery of the aims and objectives of the constitution.

Saint Gregory's Bath PTFA
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