



St Peter and St Paul Catholic Primary Academy PTA

*Promoting high quality education, love, care and forgiveness of others
as taught to us by Jesus and our Patron Saints.*

Headteacher: Ms K. Everson

St Peter & St Paul Catholic Primary Academy PTA Constitution

1. The name of the association shall be: "The Friends of St Peter and St Paul Catholic Primary Academy" (henceforth referred to as the "Association"), and will function as a charity registered by law with the Charity Commission (No.802359).
2. The objects of the Association are to advance the education of the pupils of the Academy by providing and assisting in the provision of facilities for education at the Academy, and as an ancillary thereto and in furtherance of this objective, the Association may:
 - (a) Foster more extended relationships between the staff, parents and others associated with the Academy, and
 - (b) Engage in activities which support the academy and advance the education of the pupils attending it.
3. The Association shall be non-political.
4. The Headteacher of the Academy shall be President of the Association.
5. Every parent is automatically a member. Membership is free. The management and control of the Association shall be vested in a committee which shall consist of the following, who shall be elected annually at the AGM either in person or, if unable to attend, by proxy:
 - (a) The Headteacher
 - (b) A Chair Person
 - (c) A Secretary
 - (d) A Treasurer
 - (e) A member of staff (Academy duties permitting)
 - (f) Up to six (6) additional regular committee members
7. Any person may be invited to attend any given committee meeting to offer expertise or advice on any particular issue with the permission of any one of the officers at (a) to (d) at (5) above.
8. Four members of the said committee shall constitute a quorum for the committee.
9. Committee meetings shall be held at least once each term at such times and places as the committee shall direct, with additional meetings if necessary unless exceptional circumstances make this impractical. Minutes will be taken of such meetings and shall be published on the website within 2 weeks of a meeting taking place.
10. The Annual General Meeting of the Association shall be held during the first half of the autumn term each year. Ten members shall constitute a quorum at an Annual General Meeting.
11. Proposals for motions at an AGM must be submitted in writing at least one week in advance, signed by both a proposer and seconder who shall be members of the Association.



St Peter and St Paul Catholic Primary Academy PTA

*Promoting high quality education, love, care and forgiveness of others
as taught to us by Jesus and our Patron Saints.*

Headteacher: Ms K. Everson

12. No two members of the same family may hold a seat on the committee at the same time.
 13. The committee shall have the power to co-opt members, and to appoint any sub-committee, and shall prescribe the function of any sub-committee.
 14. A Special General Meeting shall be convened upon request in writing to the Secretary of ten members of the Association. Such a meeting shall be held within 30 school days (including weekends) of the request. Agenda and motions submitted shall be circulated to all members at least 7 days before the meeting.
 15. Casual vacancies on the committee may be filled by the committee by co-option. Any person so co-opted shall serve only while the person whose place he/she is co-opted to would have served.
 16. When a child leaves the Academy during the year, then the parent may continue as a member if they wish to.
 17. Where parents no longer have children at the Academy, but wish to continue their interest in the Academy through association, such parents may be accepted as Friends of the Academy, and shall be entitled to full membership.
 18. No alteration to the rules may be made except at the Annual General Meeting, or at a Special General Meeting called for this purpose. No alteration or amendment shall be made to the objects, clause or dissolution clause which would cause the Association to cease to be a charity at law.
 19. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts duly audited at the AGM. The banking account shall be in the name of the Association, and cheque withdrawals shall be made in the name of the Association on the signature of any two of the following:
 - (a) Chair Person
 - (b) Academy Business Manager
 - (c) Treasurer
- The preference for finance management, however, will be BACS transfers, but these must be first supported by a written expense form duly authorised and signed by the claimant and one of the other signatories at (19) above. Internet banking shall be managed by the Chair as the 'primary user', who may nominate the Treasurer or other suitable person as agreed by the committee as a 'secondary user' of the account.
20. The auditors, not being members of the committee, shall be appointed annually at the AGM to audit the accounts and books of the Association.
 21. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities, shall not be distributed amongst committee members of the Association, but will be given to the Academy for the benefit of the children of the academy in any manner which is exclusively charitable at law. This process would be overseen by the Academy Business Manager.
 22. The Association shall take out Public Liability Insurance to cover all of its members and activities. (Membership of PTA-UK automatically provides this).
 25. Any matter not provided for in the constitution shall be dealt with by the committee. The Headteacher shall have the ultimate decision on all educational matters.