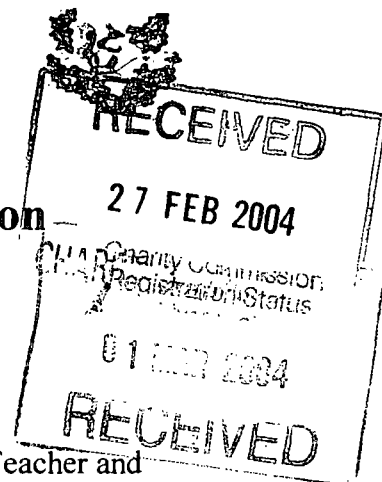




Fleet Wood Lane School

Parent, Teacher and Friends Association

Constitution



Introduction

The name of the Association shall be Fleet Wood Lane School Parent, Teacher and Friends Association.

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

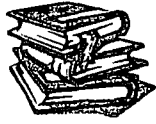
- Developing effective relationships between staff, parents and governors of the school and the local community;
- Engage in activities which support the school and advance the education of the pupils attending it;
- Provide and assist in the provision of facilities for education at the school. –
i.e. curriculum materials, school fabric & refurbishment, educational visits.

Powers

1. The Association has the following powers, which may be exercised only in promoting the Objects:
 - To provide information to all interested parties
 - To co-operate with other bodies – Fleet School Development Fund, School Fund Holders
 - To raise funds (but not by means of taxable trading)
 - To deposit or invest funds in any lawful manner, having regard to the suitability of investments and the need for diversification
 - To take out Public Liability and Personal Accident Insurance to cover all meetings and activities
2. The Headteacher or Deputy Headteacher shall have the ultimate decision on all educational matters relating to fund raising and expenditure.
3. The Committee shall not undertake any activity on school premises without the consent of the Headteacher or Deputy Headteacher.

Membership

1. Membership of the Association shall be open to all parents and / or guardians of children attending the school, the Governors and both Teaching and Non-Teaching Staff at the school.
2. Membership is also extended to others in the community - e.g. ex-parents, staff and governors of the school.



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3. The management of the association shall be vested in a Committee consisting of: -
Chairman
Vice Chairman
Secretary
Treasurer
- together with no more than 8 other members.

General Meetings

1. All members are entitled to attend any AGM (*Annual General Meeting*) or EGM (*Extraordinary General Meeting*) of the Association.
2. An **Annual General Meeting** (AGM) will be held every year, during the Autumn Term to enable new parents to be involved from the start of a new school year.
3. At an AGM the members
 - receive the accounts of the Group for the previous financial year
 - receive the report of the Group's activities since the previous AGM
 - elect the officers of the Group
 - discuss or determine any issues of policy or deal with any other business put before them
4. An **Extraordinary General Meeting** may be called at the request of a minimum of ten members, by giving seven days written notice to the members specifying the business to be transacted. No such meeting can be called without the prior consent of the headteacher or deputy headteacher of the school.

Committee Meetings

1. Committee meetings shall be held at least once a term, normally at the school at such times agreed by the Committee.
2. The purpose of these termly Committee meetings will be to plan fund raising activities scheduled to take place prior to the next full meeting and will be attended by at least one representative of the school staff.
3. Additional meetings will be held to enable the Committee to make organisational plans for specific fund raising activities – e.g. Summer & Christmas Fair. These meetings will not have the power to pass full resolutions.



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PTFA Funds

1. The property and funds of the PTFA must be used only for promoting the Objects of the Association, namely to:
 - Develop effective relationships between staff, parents and governors of the school and the local community;
 - Engage in activities which support the school and advance the education of the pupils attending it;
 - Provide and assist in the provision of facilities for education at the school. –
i.e. curriculum materials, school fabric & refurbishment, educational visits.
2. The allocation of funds for specific projects should only and always be in response to a request by the headteacher or deputy headteacher.
3. The Association may not allocate funds without prior discussion with and the full agreement of the headteacher and deputy headteacher of the school.
4. The Headteacher may not make any purchase or financial commitment in respect of PTFA funds, without the full consent of the Association given at a Committee meeting.

Records and Accounts

1. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial report to all Committee meetings, and shall present the accounts duly audited for approval by members at the Annual General Meeting.
2. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of:

Headteacher	PTFA Chair
Deputy Headteacher	PTFA Treasurer

One of whom must be either the Headteacher or Deputy Headteacher of the school.

Interpretation

This constitution relates to the Parent, Teacher and Friends Association of Fleet Wood Lane School and has been compiled with reference to the model constitution provided by the National Confederation of Parent Teacher Associations – NCPTA.

(see Appendix)



Fleet Wood Lane School



**THIS CONSTITUTION WAS ADOPTED AT A MEETING
HELD**

AT *Fleet Wood Lane School*

ON *Tuesday 30 October 2001*

NAME

SIGNATURE

(name and signature of chair of meeting)

WITNESSED

NAME

ADDRESS

OCCUPATION

SIGNATURE

(name, address, occupation and signature of witness)