



## FRIENDS OF CROWTHORNE C OF E PTA CONSTITUTION

The Friends is a committee of parents, carers, teaching and non-teaching staff with a common goal of enriching the educational experience for the children attending the Crowthorne C of E Primary. We are an open committee that embraces all views and ideas in return for commitment and passion to fund-raising to support Crowthorne C of E Primary.

### Aims

- To agree a set of clear targets with the Headteacher that enriches the children's' experience attending the Crowthorne C of E Primary;
- To create, plan and deliver events that generate income; and
- To support each other in the committee with positive encouragement, personal commitment to actions and a no-blame culture.

### Number of Committee Members

- There are a minimum of ten Office Bearer roles that are appointed.
- There are Four Office Bearer roles that hold a two-year tenure.
  - Chair, Vice Chair, Treasurer and Secretary.
  - These roles are proposed, seconded and voted for by members of the committee
  - These roles are reviewed at the AGM.
- There are a minimum of seven Office Bearer roles that hold a one-year tenure.
  - Seven class representatives, one per school year.
    - There can be more than one class representative per year
    - These roles may be appointed, however they are typically volunteered for
    - These roles are reviewed at the AGM
- Every parent and carer of a child who attends Crowthorne C of E is automatically a committee member and as such there is no limit to the size of the committee.
- Committee members are encouraged to attend meetings regularly.

**NB: Minimum quorum of four Office Bearers is required at every meeting held, including the AGM.**

### Powers

- Each member of the committee shall have one vote.
- Resolutions shall be passed by a simple majority vote of those present.
- The Chair shall have a casting vote, which shall only be used in a tie.

### Meetings

- It is the intention that the committee will meet at least once every half term;
- The meetings will be communicated in a timely fashion to all parents and carers via the school's ParentMail system and The Friends socials pages;
- All teaching staff are invited;
- Everyone is welcome;
- All meetings will have an agenda and will be recorded with minutes by the Secretary; and
- The minutes will be communicated to all attendees, parents and carers within a reasonable timeframe after each meeting, using the ParentMail by the Secretary.

### Annual General Meetings (AGM)

- This will be held during the Autumn term of each new academic year;
- This will be communicated with at least two weeks notice to all teaching staff, parents and carers;
- The meeting will have an agenda and be recorded with minutes by the Secretary;
- The order of business will include, but not be limited to:
  - Chairman's Report (to cover the previous academic year)
  - Treasurer's Report (to cover the previous academic year)
  - Review of Office Bearer tenures/re-elections
- The minutes will be communicated to all attendees, parents and carers within a reasonable timeframe by the Secretary.

### Finance

- The funds of the PTA will be lodged in a bank, building society or other account in the name of "Friends of Crowthorne C of E School"
- Cheques shall be drawn or withdrawals made against the signatures of at least two Office Bearers or via online dual authorisation.
- The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA
- All committee members are responsible for ensuring that all property/money received shall be applied for the aims of the PTA.

### Changes to the Constitution

- Changes or additions must be made at the AGM.
- The proposed change will be an agenda item.
- Resolution will be subject to a majority vote of those present
- Changes to the Constitution will be approved by the Charity Commission

### Dissolution

In the event that the Friends ceases to exist, any remaining funds will be issued as a cheque in the name of the school and given to the school's Bursar.