

CRAIGDHU PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION CONSTITUTION
UPDATED JULY 2025

AIMS

- A) To promote close co-operation and communication between Parents and Teachers
- B) To engage in activities which support and advance the welfare and education of the pupils attending the school.

MEMBERSHIP

The membership will consist of all parents/guardians ("Parents") of children attending Craighdu Primary School and all academic staff ("Teachers").

COMMITTEE

The business of the Association shall be managed by a committee consisting of Parents and Teachers.

The Core Team, Treasurer and Co-Treasurer shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The Core Team shall be a group of at least three parents, and no more than six parents.

The Core Team, Treasurer and Co-Treasurer will be elected by the committee at the AGM.

The Committee may co-opt any member to fill a vacancy occurring between AGMs.

The co-opted members shall retire at each AGM but shall be eligible for election.

Meetings of the committee shall be held as required.

At all meetings of the committee, three members, at least one of whom is a member of the Core Team, shall form a quorum (a quorum is only valid if all the committee members have been informed of the meeting in advance).

Each member of the committee shall have one vote, and resolutions shall be passed by a simple majority vote of those present.

The longest serving member of the Core Team shall have both a deliberative and casting vote.

The aforementioned casting vote shall be used only in the event of a tie.

The Committee shall be responsible for ensuring that all property/money received by/for the association shall be applied for the aims of the Association. It is important to keep accurate minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made to the attendees at the AGM of what has been bought.

A minute taker shall be appointed at each meeting and shall be responsible for keeping accurate minutes of such meeting and shall make these available to the Association within a reasonable time following such meeting.

Each member of the Core Team, Treasurer and Co-Treasurer can remain in role for a maximum of 3 years.

Decisions to be made by the Committee out with formal meetings shall be made by two members of the Core Team in writing (for example, by email or by WhatsApp message), except where the decision constitutes a spend of PTA funds of a value of £500 or more which shall require a formal meeting (and follow the voting rules above).

GENERAL MEETINGS

The Annual General Meeting (The AGM) shall be held in June of each year.

The notice calling the meeting shall be posted at least 14 days in advance.

Business shall include:

- a) The work of the Committee via a report from a member of the Core Team
- b) Treasurer's report and accounts
- c) Approval of the accounts
- d) Appointment of an independent examiner of the Association (if required)
- e) Appointment of the Core Team, Treasurer and Co-Treasurer for the coming year.

At all general meetings, voting shall be on the basis of one vote per member present and at all General Meetings the quorum shall consist of 3, with the exception of the AGM where the quorum shall consist of 5.

Any member of the Core Team shall have the power to call an Extraordinary General Meeting giving at least 14 days' notice and including a formal Agenda. Again, voting shall be on the basis of one vote per member present at any meeting and the quorum shall consist of 5.

FINANCE

Funds of the Association shall be lodged in a Bank, Building Society or other account in the name of the Association.

Cheques shall be drawn or withdrawals made against the signatures of the Treasurer and Co-Treasurer.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Books shall be brought to balance seven days prior to the AGM at which time they are to be presented and the accounts shall be examined by the Independent Examiner appointed at the previous AGM by the Committee. (The independent examiner does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the committee and whom everyone trusts).

CHANGES TO THE CONSTITUTION

Changes or additions must be made at a meeting of the Committee. The proposed change(s) shall be specified in the agenda and be approved by not less than two thirds of those present.

The revised Constitution is to be signed by two members of the Core Team.

DISSOLUTION

In the event that the Association ceases to exist any remaining funds should be distributed to the school bank account for the benefit of the children at the school.