

# **St Joseph's Catholic Primary School Parent and Friends Association (PFA) Constitution November 2014**

**NAME:** The Association shall be known as the St Joseph's School Parents & Friends Association (the PFA) and shall have its headquarters at St Joseph's Catholic Primary School, Walton Avenue, Penketh, Warrington, Cheshire WA5 2AU (the school).

## **OBJECTIVES:**

- a) To promote close co-operation and communication between parents and the school
- b) To engage in activities which support the school and advance the welfare and education of the pupils. *(This support is not a substitute for the strategic leadership role of the Governing Body.)*

## **MEMBERSHIP:**

The membership will consist of all parents/guardians of children attending St Joseph's Catholic Primary School and all staff.

## **GENERAL MEETINGS:**

The Annual General Meeting (AGM) shall be held in the first term each year with notice calling the meeting posted at least 14 days in advance. Business shall include:

- a) The work of the committee via a report from the Chairperson
- b) Treasurer's report and accounts
- c) Approval of the accounts
- d) Appointment of an independent examiner for the association
- e) Appointment of the office bearers for the coming year
- f) Election of members to serve on the committee in 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 6, with the exception of the AGM where the quorum shall consist of 8.

The committee or 6 members 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 the meeting and the quorum shall consist of 6.

## **COMMITTEE:**

- The business of the Association shall be managed by a committee consisting of parents and school staff.
- Members of the committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.
- The office bearers will be the Chairperson, Secretary, Treasurer and such others as may be required. The office bearers 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, a third of members, at least two of whom are office bearers, shall form a quorum (a quorum is only valid if all the committee members have been informed of the meeting, and sent notice of the items of business 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 Chairperson shall have both a deliberative and casting vote. The Chairperson's 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 and amounts donated to the school should be accounted for when the school has spent the donation. A report should be made to the parents at the AGM of what has been bought.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

#### **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 two named committee members.
- The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.
- The books shall be brought to balance on the last day of the preceding month prior to the AGM at which 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 an AGM or an EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

#### **DISSOLUTION:**

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

#### **DOCUMENT REVIEW:**

*Proposed by Dawn Dawson, Seconded by Rachael Flynn and agreed by all present at the PFA Meeting on 12<sup>th</sup> November 2014.*

*Proposed as still acceptable by Carolyn Gillibrand and Seconded by Sandra Taylor, agreed by all present at the AGM on 2<sup>nd</sup> November 2016*