

# **Saint Aidan's Association (PTFA)**

## **Constitution**

This Constitution was reviewed on Monday, 27<sup>th</sup> January 2025.

This Constitution to be adopted at the Annual General Meeting on Monday, 3rd March 2025 and replaces all other Constitutions.

### **Name**

Saint Aidan's Association Parents, Teachers & Friends Association (PTFA) Constitution

### **Type of Association**

Parents, Teachers and Friends of the school

### **School**

Saint Aidan's Church of England High School, Cartgate, Preesall, Poulton-le-Fylde, Lancashire. FY6 0NP.

### **The Committee (otherwise known as the Executive)**

Chair

Vice Chair

Secretary

Vice Secretary

Treasurer

Vice Treasurer

### **Objects**

The object of the Association is to advance the education of the Students of Saint Aidan's by:-

1. Developing effective relationships between the Staff, Parents and Others associated with the school;

2. Engaging in activities or providing facilities or equipment, which support and advance the education of the Students

### **Powers**

The Committee has the following powers, which may be exercised only in promoting the objects:-

- To publish or distribute information
- To co-operative with other bodies
- To raise funds (but not by means of permanent trading)
- To make grants or loans of money to give guarantees
- To take out public liability and personal accident insurance to cover Association meetings, activities, Committee members, and any other insurance, which protects the Association where required
- To pay subscriptions associated with membership of ParentKind.
- To do anything else within the law that promotes the objects of the Association
- **BUT**, the Committee shall not undertake any activity in the school premises without the consent of the Head Teacher or those acting on behalf of the Head Teacher (eg Deputy Head)

### **Membership**

#### **Members of the Association**

Open to:-

- All Parents, Guardians or Carers of any Students currently attending the school, or who have attended
- Any Teacher plus Non-Teaching Staff currently employed or engaged in school activities (eg Governors) by the school
- Any person over the age of 18 who wishes to offer appropriate support or help to the school and who is accepted by the Committee as a Member would be classed as a 'Friend'. Friends of the committee need to be active within the previous 12 months or membership will cease.

Membership is terminated if:-

- The Member dies
- The Member resigns by written notice to the Association
- The Committee may for good reason, regardless of whether or not this is at the request of the Governing Body or the Head Teacher, exclude any person from membership or from attending an event whose presence at or support is deemed a danger to the school, its Students or might bring the Association into disrepute. Removal is not effective until the Member concerned has been notified in writing of the proposal and his/her right to response within 14 clear days, and the matter has been considered in light of any representations made.

### **General Meetings (Annual and Extraordinary)**

- One AGM must be held every 12 months and no later than 15 months since the last AGM
- All persons associated with the Association are entitled to attend the General Meeting of the Association
- An AGM meeting must have 14 days' notice specifying date, time and location of the meeting as well as give an overview of the agenda
- Each Member present will be entitled to one vote on every issue.
- Every issue at the AGM is decided by a simple majority. In the event of a tie, the Chair will have the casting vote.

At the AGM, Members:-

- Receive the accounts of the Association for the previous financial year
- Receive a report from the Committee members on the Association activities since the last AGM
- Elect the offices of The Committee
- Appoint an independent examiner or auditor for the Association
- Discuss and determine any issues of policy or deal with any other business put before them
- An EGM may be called by the Committee giving 14 days' notice or 14 days' notice after a written request to the Committee from at least 4 members.

## **The Committee**

All members of the Executive Committee are trustees of the Association, its property and funds.

Executive Committee Members shall be elected at an AGM and shall hold office until the next AGM.

Nominations for election to the Committee may be made by any Member of the Association and seconded by another. This process can be made in writing prior to the meeting. If no nominations or an insufficient number are received before the AGM any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

Any member who is classed as an 'active' Friend, will be proposed and seconded by two current members. This information then needs to be sent via email to [association@st-aidans.lancs.sch.uk](mailto:association@st-aidans.lancs.sch.uk), by both members.

Executive Committee Members shall have the power to co-opt Members at any time and co-opted Members shall serve until the date of the next AGM.

An Executive Committee Member automatically ceases to be a Committee Member if he or she:

- Is disqualified under section 72 of the Charities Act 1993 as amended by the Charities Act 2006 from a Charity Trustee.
- Is incapable whether mentally or physically of managing his or her own affairs
- Is absent from three consecutive meetings of the Association without prior notice to the Secretary
- Ceases to be a member of the Association
- Resigns by written notice to the Committee, but only if at least two Committee Members remain in office.
- Is removed by a resolution passed by a majority of other Committee Members. Removal is not effective until the Committee Member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days and the matter has been considered in light of any representations made.
- All Executive Committee Members and anybody else acting on behalf of the Committee are entitled to reimbursement of reasonable out of pocket expenses (eg travel expenses) actually incurred in the administration of the Association.
- A retiring Executive Member is entitled to an indemnity from the continuing Committee Members at the expense of the Association in respect of any liabilities properly incurred while he or she held office.

- The office of Treasurer is to be held by a member of Staff. This is the wish of the Members.
- A technical defect in the appointment of a Committee Member of which the Committee are unaware at the time does not invalidate decisions taken at a meeting.

### **Committee Meetings**

Meetings are called by 7 clear days' notice to Members. The Committee must hold at least 3 meetings per academic year. In addition to the Executive Committee Members all Members are invited to attend all meetings held.

Every decision may be made by a simple majority of the votes cast with the Chair having the casting vote in the event of a tie.

### **Power of Committee**

The following powers are available to the Committee to help run the Association:-

- To delegate any functions of the Committee to sub-committees. These must consist of two or more persons appointed by the Committee, but at least one member of every sub-committee, must promptly report the proceedings to the main Committee.
- To make rules consistent with this Constitution about the Committee and sub-committees, to govern proceedings at General Meetings and generally about the running of the Association including the operation of bank accounts and the commitment of funds.

### **Property and Funds**

The property and funds of the Association must only be used to fulfil the Objects

No Committee Member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except reimbursement of reasonable out of pocket expenses actually incurred in the administration of Association business.

Funds may be granted, at the discretion of the membership, to provide resources for Staff and Students, which are not ordinary, met through government funding, providing requests, are made in writing using the agreed procedure. It is also customary, wherever possible, for the applicant to make the request in person to the Association meeting where the Members present will make a decision based on the information available. Only those Members present can vote on the funding request. In an emergency £100 maybe

authorised to purchase stock with the approval of two officers of the Committee who will report this expenditure at the next Committee meeting.

Whenever a Committee Member has a personal interest in a matter to be discussed that Member must declare that interest before any discussion takes place, withdraw unless requested, from any discussion, and withdraw during the vote and have no vote on the matter.

### **Records & Accounts**

The Committee must comply with the requirements of the Local Education authorities, the Charities Act, covering the keeping of financial records, the audit or independent examination of accounts and the preparation of:-

- Annual reports
- Annual returns
- Annual statement of account

The Committee must keep proper records of:-

- All proceedings at General meetings
- All proceedings at Committee meetings
- All reports of sub-committees
- Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association
- Reimbursement / payments need to be verified by two members of Executive Committee or at the school's discretion, usually the Vice Treasurer of the Association with the second signature to be another EO, then the representative of the school, usually the Treasurer of the Association (Deputy Head) adds their signature before payment can be made. Any member of Senior Leadership Team other than the Head, can be the school representative. In total three signatures are required for authorised.

### **Notices**

Notices under this Constitution may be sent by hand, post or by suitable electronic communication or in any newsletter distributed by the Association or by the school on behalf of the Association. Notification by hand may include distribution to Parents via their children with or without other communications from the School.

The address at which a Member is entitled to receive notices (if by post or email) is the last known address/email address of the Member.

A technical defect in the giving of notice of which the Members or the Committee Members are unaware at the time does not invalidate decisions taken at a meeting.

### **Amendments**

The Constitution may be amended at a General Meeting of the Association. The Constitution can only be amended if two thirds of the Members present vote for the amendment.

The Members must give 14 days, or more, notice of the proposed amendments.

No amendment is valid if it would make a fundamental change to the Objects or to this clause.

A copy of any resolution amending this Constitution must be circulated to all Members of the Association and written amendments made to this Constitution within 14 days of the agreement.

### **Dissolution**

The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the approval of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.

The net assets will be given to the school for the benefit of Pupils of the school, or in the event of the school closing to another neighbouring school or schools as the Committee shall decide.

If it is not possible to dispose of assets as described, then the assets can be given to another charitable cause provided that the cause is within the objects of the Association.

**Adopted at a meeting held – to be put on the Association web page**

At (Place) ST. AIDAN'S SCHOOL

On (Date) MARCH 3RD 2025

Name MR GLENN UPTON - FLECTCHER

Occupation DIRECTOR

Signature 

(Name and signature of Chair of Meeting)

Witness Name ANTHONY LORD

Occupation DEPUTY HEADTEACHER

Signature 