



## Ysgol Eyton

Eyton Church in Wales Voluntary Controlled School

[eytonschoolpta@outlook.com](mailto:eytonschoolpta@outlook.com) 01978 823 392



PTA Constitution - reviewed and agreed 8<sup>th</sup> October 2020 - No changes

### AIMS:

- To promote close co-operation and communication between parents, teachers and school council.
- To engage in activities which support and advance the welfare and education of the pupils attending Eyton school.

### MEMBERSHIP:

- All parents/guardians/family members of children attending Eyton School
- All academic staff

### THE ANNUAL GENERAL MEETING:

- The Annual General Meeting (AGM) shall be held in September
- The notice calling the meeting shall be posted at least 5 days in advance
- The AGM quorum shall be 7.

Business shall include:

- The work of the committee via a report from the Chairperson
- Treasurer's report and accounts
- Approval of the accounts
- Appointment of an independent examiner for the association
- Appointment of the office bearers for the coming year

### COMMITTEE:

- The business of the Association shall be managed by a committee consisting of parents and teachers.
- At all meetings voting shall be on the basis of one vote per member present
- The quorum shall consist of 5 parents
- Members of the committee shall be appointed at the AGM
- Members 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 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, 5 members at least one of which is an office bearer, shall form a quorum
- Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present.
- 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.
- 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. 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.



## Ysgol Eyton

Eyton Church in Wales Voluntary Controlled School  
[eytonschoolpta@outlook.com](mailto:eytonschoolpta@outlook.com) 01978 823 392



### 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.
- Business Internet Banking will be utilised for the use of the PTA
- The Primary User will have access to all accounts online, make payments solely and be able to delegate access to the Treasurer.
- 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 March.
- The accounts shall be examined by an 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).

### 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.