



## **Kircubbin Integrated Primary School Parent Teacher Association Constitution**

The Board of Governors shall manage and control the school for which it is appointed in accordance with this scheme (1989 Order Articles 46 and 153). In addition to its statutory functions and in accordance with Article 46 the BOG shall direct the Principal of the school to control the internal organisation, management and discipline of the school. (Article 25(1) Scheme of Management.

As such, the Principal will oversee the creation of and effective management of a Parent Teachers Association.

The following PTA constitution is an effort to clarify the role of the PTA and its respective functions and responsibilities within the broader school structure which includes the Board of Governors, Principal and Staff and pupils.

### **1. Title**

The Association shall be known as KIPS+ (KIPS Plus)

### **2. Aims**

The aims of the Association are to

- advance the education and wellbeing of the pupils of the school through parental involvement
- promote the diversity of the wider community represented in Kircubbin Integrated Primary School (KIPS).
- provide or assist in the provision of facilities for education at the school.

These include:

### ***Educational***

- to stimulate the interest of parents in the education of their children.

### ***Community***

- to recognise the value of good parent teacher relationships in the education of children, and so be active in furthering such relationships;
- to support good relationships between parents, the staff and others associated with the school in order to promote Kircubbin Integrated Primary School in the local community.
- To support the diversity represented in Kircubbin Integrated Primary School and the inclusive values of integrated education.

### ***Social***

- to organise or engage in activities which support the school and advance the educational interests of the pupils attending it.

### ***Financial***

- to raise funds for the provision of resources and facilities beneficial to the children attending the school.

## **3. Membership**

The Members of the Association shall comprise

- a) all parents or guardians of children attending the school
- b) all teachers employed at the school.
- c) Past parents and friends of the school may join the PTA if deemed appropriate by the Principal and Chairperson of the PTA.

Only persons in (a) and (b) are eligible to vote in elections

## **4. Powers of the Association**

The Association shall have the power to :

- a) to raise funds and invite and receive contributions in furtherance of the aims of the Association

- b) to purchase, retain and sell any assets of any description if agreed by the general Committee
- c) to pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association
- d) to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers if agreed by General Committee
- e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association
- f) to establish a current account with bankers in the name of the Association provided and that cheques drawn on such accounts shall not be signed by less than two members of the General Committee

## **5. Office Bearers**

The Office Bearers of the Association shall consist of:

- A. The President (the principal of the School)
- B. Chairperson
- C. Vice Chairperson
- D. Secretary
- E. Treasurer

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the first meeting after the AGM. Office Bearers will hold office for two years. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post. The Principal reserves the right to intervene in the above if no agreement can be met.

## **PTA Committee roles**

### **A. PRESIDENT**

The president will be the current principal of KIPS or the Vice Principal in his/her absence. The president will generally act in an advisory role but, where appropriate, may exercise his/her right to make an executive decision if he/she deems that the actions of the PTA are not in accordance with the school aims.

### **B. CHAIR**

#### **Characteristics**

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the Committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at Committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the Committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

#### **Job function**

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and prepare and submit statutory reports to Regulatory Bodies

#### **Main duties:**

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee

- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTA with one other committee member

## **Vice-Chair**

### **Characteristics**

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

### **Job function**

To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

### **Main duties:**

1. To chair a meeting in the absence of the Chair
2. To draw up annual PTA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTA Chair.
4. To welcome and involve other parents into the PTA.
5. To lead parent and wider school community engagement in PTA (eg; class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTA annual report for the Annual General Meeting.

## **Secretary**

### **Characteristics**

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

### **Job function**

The Secretary is a key Committee member as they are responsible for ensuring effective communication links between Committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events, confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

### **Main duties:**

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

## **Treasurer**

### **Characteristics**

A key role for all committee members is to manage and control the funds the PTA raises. Although all the Committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the Committee carry out these duties properly.

### **Job function**

To maintain up-to-date records of all PTA financial transactions

### **Main duties:**

- Management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at PTA Meetings.
- To ensure that all income received shall be counted on school premises (or other agreed venue with the President) by at least two members of the Committee.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid.

## **Committee Members**

Committee Members work alongside the Officers.

### **Main duties:**

- Attends PTA meetings
- Gets involved in planning, owning and running events
- Runs smaller projects

- Encourages participation and enthusiasm for the events organized by the PTA

We want representation across all year groups. New parents to the school will be warmly welcomed.

### **General Committee**

The business of the Association shall be managed by a Committee of no more than 20 members, consisting of

17 parents, 2 teachers and the Principal or Vice-Principal. It is desirable that each primary has at least one representative on the Committee formed.

Members of the Committee shall be appointed at the AGM. They shall be elected for a period of 2 years or until the AGM immediately following should they join mid-term. They may stand for re-election.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Where a member of the Committee fails to attend regular meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

Meetings of the General Committee shall be held as required during term time once per term. Any other meetings required for the organisation of events will take place outside of the school premises. At all meetings of the Committee a minimum of 6 members of the General Committee, at least two of whom are Office Bearers, 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 Chair shall have the deciding vote which shall be used only in the event of a tie.

### **6. Annual General Meetings**

The Annual General Meeting (AGM) shall be held in the Autumn term each year. The notice calling the meeting shall be sent to members at least 10 days in advance.

The business shall include:-

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) appointment of an independent examiner of the Accounts
- d) receipt of reports of the Office Bearers

- e) election of members to serve on the Committee
- f) discussion of motions received

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings the quorum shall consist of no less than 5 members of the Association.

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power to call an Extraordinary General Meeting (EGM).

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

## **7. 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 Association's financial year shall end on the last day of June in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

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 Committee may make recommendations as to how funds raised may be spent which will then be considered and ratified by Board of Governors if agreed.

## **8. Alterations to the Constitution**

Changes or additions may be made by the PTA subject to approval by the Committee (no less than 12 members) and providing the President of the PTA has been informed and the item is on the agenda in advance.

## **9. Dissolution**

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the President of the Association. Any remaining funds should be distributed for the benefit of the children at the school.