



*'So in everything, do to others as you would have them do to you'*  
Matthew 7:12

## St Mark's CE Primary School

### PFTA Constitution

1. The name of the Association shall be St Mark's Parents, Friends and Teachers Association (PFTA) - hereinafter called **The Association**
2. The object of **The Association** is to advance the education of pupils in the school, in particular by
  - a. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils
  - b. Developing effective relationships between the staff, parents and friends associated with the school
3. Members of **The Association** are as follows unless they state their non-acceptance of membership
  - a. The parents, guardians or carers of any pupil currently attending the school or historically having attended the school
  - b. The teaching staff and non-teaching staff currently employed by the school
  - c. Any person over the age of eighteen wishing to offer appropriate support or help to the school
  - d. There shall be no charge for membership
4. There are at least three named officers on the PFTA committee, chair, treasurer and secretary.

The role and responsibility of the Chair is

- To ensure decisions are implemented
- To work closely with the Treasurer and Secretary to ensure that the association is run effectively
- To liaise with the school to understand their needs and wishes and how the association can support
- To provide a Chair's report for the AGM to welcome and motivate new members

The role and responsibility of the Secretary is

- To support the Chair to build effective communication links between the school and the association
- To assist the Chair with planning meetings
- To maintain accurate records
- To prepare the publicity for events including flyers, posters, tickets
- To put together the agendas, take minutes from the meetings and ensure their distributions to parents
- To inform all members of the AGM and distribute nomination forms for officers

The role and responsibility of the Treasurer is

- To keep accurate financial records
- To follow best practice procedures for counting money, banking and making payments
- To arrange a float for events
- To report on the finances at meetings in a clear, concise way

Committee officers shall be elected at the AGM and shall hold office until the next AGM

5. Members of the committee have the following powers, which may be exercised only in promoting **The Association's** objects
  - a. To provide advice
  - b. To publish or distribute information
  - c. To co-operate with other bodies
  - d. To raise funds (but not by means of permanent trading)
  - e. To hire property of any kind
  - f. To set aside funds for special purposes or as reserves against future expenditure
  - g. To take out relevant insurances to cover **association** meetings and activities
  - h. To take out relevant licenses to cover **association** activities
  - i. To obtain and pay for goods and services as are necessary for carrying out the work of **The Association**
  - j. To consult members of **The Association** on their views
  - k. To open and operate bank and other accounts as the members consider necessary
  - l. To do anything else, within the law, that promotes the objects BUT **The Association** shall not undertake any activity on the school premises, including the school field, without the permission of the Headteacher
6. Membership of **The Association** is terminated if
  - a. The member resigns by written notice to **The Association**

- b. The committee members may for good reason, regardless of whether or not this is at the request of the governing body or headteacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its purpose or staff or might bring **The Association** into disrepute (Please refer to the PFTA Code of Conduct).
- c. Removal is not effective until the member has been notified in writing of the proposal and his/her right to respond within 14 working days and the matter has been considered in light of any allegations made.

7. An Annual General Meeting (AGM) for **The Association** shall be held in the Autumn Term and all members are entitled to attend

- a. This shall be called by giving twenty-one days written notice of the meeting to members, specifying the time and date of the AGM
- b. Four members shall constitute quorum at the AGM
- c. The Chair (or if the Chair is unable or unwilling to do so, some other committee member elected by those present) is in charge of a general meeting
- d. At the AGM, those present should elect, at a minimum, a Chairperson, a Secretary and a Treasurer
- e. Nomination for election to the Committee may be made by any member of **The Association** and seconded by another. Nominations should be made in writing to the Chair at any time until the election process has been completed
- f. If more than one person is nominated for a position then at the AGM those present at the meeting should vote and that person may be appointed by a majority votes of those present
- g. At the AGM if no nominations or an insufficient number are received before the AGM any members present may nominate a person with their consent who are present at the meeting and that person may be appointed by a majority votes of those present
- h. 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 Committee reserves the right to ask the member to step down.
- i. The school shall be represented by the Headteacher or, in his/her absence, a member of the teaching/non-teaching staff nominated by the Headteacher.
- j. The AGM should be conducted in person. However, if every reasonable effort to do so has been made and this is not possible, the use of virtual platforms is permitted
- k. Except where otherwise provided in this constitution (Dissolution: Clause 12), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting
- l. Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided, every member present is entitled to one vote on every issue

- m. **The Association** must hold a general meeting within twelve months of the date of the adoption of this constitution. Thereafter, an AGM must be held in the subsequent year.
- n. At an AGM, members must
  - i. Receive the accounts of **The Association** for the previous financial year
  - ii. Receive the report of the committee members on **The Association's** activities since the previous AGM
  - iii. Discuss and determine any issues of policy or deal with any other business put before them.
- o. A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of **The Association**. This requires a request in writing to the committee from ten or more members. As a result, the committee must call an EGM within twenty-one days of the written request being received from the members. This EGM must happen within three months of the written requests being received.

8. Committee meetings shall be held at least once a term

- a. Two members shall constitute a quorum at a committee meeting
- b. The Chair (or if the Chair is unable or unwilling to do so, some other committee member elected by those present) is in charge of a general meeting
- c. The school shall be represented by the Headteacher or, in his/her absence, a member of the teaching/non-teaching staff nominated by the Headteacher
- d. Committee meetings should be conducted in person. However, if every reasonable effort to do so has been made and this is not possible, the use of virtual platforms is permitted
- e. Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution that is in writing (including by email) and signed by all committee members is equally valid
- f. Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided, every member is entitled to one vote on every issue

9. Notice of any general meeting or committee meeting may be sent by hand, by post, by suitable electronic communication (email or text), through the social media account of **The Association** or in any newsletter distributed by **The Association** (or the school) to its members

10. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all committee meetings. Bank accounts shall be operated in the name of The Association. Withdrawals can be made by using a debit card or by cheque authorised by two specified signatories, both approved within the minutes of The Association.

11. The Secretary shall be responsible for keeping a proper record of all proceedings at general meetings and committee meetings
12. This constitution may be amended at a general meeting of **The Association** by a two-thirds majority of the votes cast subject to twenty-one days' notice being provided to the committee
13. **The Association** may be dissolved by a resolution presented at an EGM or AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of **The Association**
  - a. The net assets shall not be distributed among the members of **The Association** but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to neighbouring school or schools as selected by the committee
  - b. If it is not possible to dispose of assets as described in clause 'a' then the assets can be given to another charitable cause provided that the cause is within the objects of **The Association**

Adopted on 16 October 2025 at St Mark's CE Primary School