



## **ST PATRICK'S SCHOOL WILFORD PARENTS AND FRIENDS ASSOCIATION**

### **CONSTITUTION**

#### **1. Name**

The name of the association shall be the St Patrick's School Wilford Parents and Friends Association.

#### **2. Aims**

The aims of the association shall be:

- a) to promote co-operation and extend relationships between parents, school staff, pupils and the neighbouring family of catholic schools and local parishes;
- b) to engage in activities which support the school and the school environment and enhance the education of pupils attending;
- c) to offer assistance and support to school staff in all school activities, where applicable;
- d) to raise funds for the use of the school through organising social and fundraising events;
- e) to discuss and consider applications put to the PFA from pupils, parents and school staff and to grant funds to support such applications where the request is passed by the majority of the PFA;
- f) to promote the general interests of the school.

#### **3. Membership**

Membership shall be open to all school staff and the parents/carers/guardians of pupils attending the school, as well as friends associated with the school.

#### **4. Organisation**

- a) the association shall be non-political;
- b) the PFA will consist of parents/carers/guardians and members of school staff and also friends associated with the school;
- c) office bearers will consist of Chair, Vice Chair, Treasurer and Secretary;
- d) office bearers will be elected annually at the Annual General Meeting;
- e) the business of the PFA and its' property shall be vested, managed and administered by a committee consisting of the office bearers, parents and school staff to a maximum of 10 members;
- f) voting will consist of one vote per member attending the meeting, proxy voting is not permitted and resolutions shall be passed by a simple majority voting of those present. The Chair shall have the casting vote, which will only be used in the event of a tie.

#### **5. Meetings**

- a) PFA meetings will be held at least once per term;
- b) sub-committee meetings will be held as required and the PFA shall have the power to appoint sub-committees when deemed appropriate;
- c) the Annual General Meeting will be held in the autumn term each year;
- d) all meetings will take place at school;
- e) 5 shall be the number required for a quorum, one of whom must be a teacher at the school;

- f) special general meetings may be called at the written request of a minimum of 8 members or at the request of the Chair.

**6. Finance**

- a) the PFA finances shall be managed by a Treasurer who will be appointed annually at the PFA Annual General Meeting;
- b) all monies collected and managed by the PFA will be held in an appropriate bank account in the name of the association;
- c) there shall be three nominated signatories who shall normally be the PFA Chair, Treasurer and one other designated person;
- d) no cheque will be passed for payment until it has been signed by a minimum of two of the three nominated signatories;
- e) all transactions must be adequately documented with appropriate receipts and/or written explanations. All transactions must be recorded in the PFA Accounts Book;
- f) funds may be spent as agreed to pursue the aims and objects of the PFA;
- g) money withdrawn from the bank to form a float or floats for any PFA event must be recorded on a PFA Event Cash Record sheet and signed by the float holder recipient and the Treasurer, Chair or Vice Chair;
- h) money taken at any PFA event shall be counted by two committee members, one of whom shall normally be the Treasurer, on school premises. A written statement of the amounts involved will be kept. Money should be banked as soon as possible after any event;
- i) deductions must not be made from cash received, instead they should be processed in the normal way;
- j) the Chair and/or Treasurer have the authority to reimburse PFA members or members of staff for expenditure, so long as a minimum of 2 office bearers are witness to this transaction and it is recorded in the PFA Accounts Book with an appropriate receipt and/or written explanation;
- k) the Treasurer shall be responsible for keeping account of all income and expenditure and will present a financial report at every PFA meeting;
- l) the PFA accounts will be available for scrutiny at all PFA meetings and at other times by arrangement with the Treasurer;
- m) accounts will be closed on 31<sup>st</sup> August of each year;
- n) these accounts will be audited by an appointed auditor;
- o) an annual statement of account will be presented by the Treasurer for approval by the members at the PFA Annual General Meeting;
- p) should it be necessary to wind up the affairs of the Association, any remaining funds will be transferred to St Patrick's Catholic Primary and Nursery School, A Voluntary Academy.

**7. Alterations to the Constitution**

No alteration shall be made to the constitution except at an Annual General Meeting or Extraordinary General Meeting, such proposed changes being specified in the notice calling the meeting. Changes can be approved by a simple majority of those attending.

Re-adopted by St Patrick's School Wiford PFA – October 2019

Signed by Chair.....

Printed name .....Fiona Chandley.....

Date 1<sup>st</sup> October 2019