

St Michael's Catholic Primary Academy Parents' and Teachers' Association (PTA)

Registered charity number : 1114511

Terms of reference and membership

Our Charitable Objectives

To advance the education of pupils in the academy in particular by:-

- 1. Developing effective relationships between the staff, parents and others associated with the academy.***
- 2. Engaging in activities or providing facilities or equipment which support the academy and advance the education of the pupils.***

By fundraising we aim to enrich the education of all pupils by providing equipment and materials to enhance the building and facilities of the academy.

The Association will have 5 registered trustees who ensure the charity will be non political.

The Committee:

- 1.** All academy staff, governors and parents of pupils in the academy will automatically be members of the association without subscription and in the vested interest in enhancing the school for all pupils.
- 2.** The President and chair of the association will be the Principal.
- 3.** The following officers for the Committee will be elected annually at the AGM:
 - Vice-Chair
 - Secretary
 - Treasurer
 - Assistant Treasurer
 - Parish Link
 - Communications Link
- 5.** The Vice-Chair will serve for no more than three consecutive years in that capacity on the Committee unless uncontested.
- 6.** A member of the Committee shall forfeit his/her seat on the Committee, where that member fails to attend three or more consecutive meetings without reasonable cause or excuse.

7. The Committee shall resolve that the member of the Committee office be vacated on the ground that the Member has so conducted himself/herself as to bring the academy, MAC or the PTA into disrepute. Provided that before passing any such Resolution the Committee shall give the Member concerned the right to be heard and to state any case in writing to it.

8. Five members of the Committee, including the chair or one teacher shall constitute a quorum for the Committee.

9. Committee meetings shall be held at least once per term, at such times and places that are suitable for most members of the Association and allows equal participation by all.

10. The Annual General Meeting shall be held in the Autumn term of each year. It will be presided by the Chair (or Vice-Chair in the absence of the Chair). The Annual Charity report and audit of accounts will be presented.

In furtherance of the objects, the Committee may exercise the following powers:

1. To provide or assist in the provision of facilities at the academy in consultation with the Principal.

2. To raise, invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.

3. To buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.

4. To obtain consents required by law to sell, lease or dispose of all or any part of the property of the PTA.

5. To cooperate with other charities, voluntary bodies and statutory authorities in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them.

6. To establish or support any charitable trust, associations or institutions formed for all or any of the objects.

7. To insure members against personal liability to third parties arising from acts properly undertaken in the administration of the Association and its activities.

8. It is not appropriate for any member to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following academy guidelines. Academy management/operational procedures; curriculum or timetabling; staff selection and appointment; academy hours or holidays and management of budget all fall outside the remit. Please refer to the Multi-Academy Company's Code of Conduct for Parents and Carers for further guidance.

9. Ensure effective management of the PTA Facebook Page. A link from the academy website (www.stmichaels-academy.co.uk) is provided to the ST MICHAEL'S PTA WOLVERHAMPTON Facebook Page. This page is to positively advertise & communicate PTA events and will be governed by a named committee member.

Funds

1. Funds raised by the Association will be held in the PTA Account.

2. Withdrawals shall be made in the name of the Association on the signatures of the Treasurer or Assistant Treasurer and the Chair. (Signatories)

3. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM. An auditor, not being a member of the Committee, shall be appointed annually at the AGM to audit the accounts and books of the Association.

4. The accounting framework for charities in England and Wales is determined by the Charities Act 2006. The PTA is a registered charity with a gross income under £5,000,000 and therefore the Committee must comply with their obligations as follows:-

- maintain proper accounting records and keep them, together with the annual accounts, for a minimum of six years
- Prepare annual accounts
- Prepare a trustees' annual report
- Audit or carry out an independent examination of accounts
- Make the accounts available to the public on written request
- Complete an annual return on the Charity Commission

It is not expected that we maintain complicated accounting records. It will be sufficient to hold a cashbook with suitable main accounting headings. This will allow a records of receipts and payments to be analysed under various headings.

The annual accounts are to be a set of financial statements showing the financial position at the end of the financial year and its activities during the year.

An independent audit will be carried out regardless of the level of income on an annual basis.

5. If the Association folds through lack of interest, mismanagement or any other reason, then any money remaining in the Association's bank account shall be transferred to the School Fund, for the Principal to use for the benefit of the academy and its pupils.

6. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent 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. These assets shall not be distributed among the members of the Association but will be given to the academy for the benefit of the children of the academy or, in the event of an academy closure, to the academy to which the majority of the children of the closing academy will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the

assets can be given to St Michael's RC Church, Coalway Road, Wolverhampton.

In order for the PTA to function successfully it is essential that all members agree to follow these conduct guidelines (PTA UK) while acting in association with the PTA.

Conduct Guidelines

- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA and the academy.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. Any matters relating to the academy, should be directed to the academy office.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.

- All members must respect the Academy and personal property.
- All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to the PTA Trustees / Committee.
- Should it be deemed by the committee or trustees that any member has disregarded these conduct guidelines or their actions have brought the PTA or the academy into disrepute, the committee has the right to exclude that member from future involvement.

<u>Signed:</u>		
<u>Signature</u>	<u>Name</u>	<u>Role</u>
		Chair / Principal
		Vice Chair
		Treasurer
		Secretary
		Other

Presented at AGMs: September 2017, _____

To be reviewed following newly elected committee members at AGM in 2018