



HOLY TRINITY CE PRIMARY SCHOOL

Headteacher • Jo Griffith

Church Road • Sunningdale

Berkshire • SL5 0NJ

Tel: 01344 620716

holytrinitysunn@holytrinityprimary.org

www.holytrinityschsunningdale.co.uk

Holy Trinity PTA Constitution

1. The name of the Association shall be The Holy Trinity C of E Primary School Parent Teachers' Association.
2. The objects of the Association are to advance the education of the pupils of the school by providing and assistant in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this object the Association may:
 - a) Foster more extended relationships between staff, parents and others associated with the School;
 - b) Engage in activities which support the School and advance the education of the pupils attending it.
3. The Association shall be non-political.
4. All parents, staff and governors shall be members unless they opt out by informing the Headteacher.
5. a) There shall be an Executive Committee of:
 - The Chairman
 - Secretary
 - Treasurer
 - At least six representatives from the parents elected at the Annual General Meeting
 - Plus a representative of the School with the provision for two co-opted members.
 - The Committee should elect a Vice-Chairman.
 - The Headteacher is automatically a member of the Committee.

b) If a member of the Committee leaves, a replacement shall be co-opted.
6. Four of the above Committee shall form a quorum. A representative of the School and at least one of the Officers must be present.
7. Meetings of the Association shall be held each term to which all parents, staff and Governors shall be invited.
8. The Annual General Meeting shall be held between the beginning of term in September and the Autumn Half Term.
9. The quorum of the Annual General Meeting shall be 15 members.
10. The projects or activities of the Association may be organised by a sub-committee to be formed at a termly meeting for that purpose. The sub-committee shall only exist for the duration of that activity.
11. Special General Meetings shall be convened at the request of ten or more members, giving at least one week's notice to all members.

'I know there is nothing better for people than to be happy and do good while they live.' Ecclesiastes 3:12

Believe • Achieve • Inspire •

12. The Treasurer shall keep accounts of the Association funds, to be presented, duly audited, at the Annual General Meeting. The Auditor shall not be a committee member. Withdrawal may be made in the name of any two of the following: Chairman, Treasurer, Secretary, Headteacher.
13. All monies raised by the Association shall be for the benefit of the School. The Headteacher shall be accountable to the Treasurer for monies transferred to the School.
14. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at law.
15. The Association shall take out Public Liability Insurance to cover all its meetings and activities.
16. Decisions on educational matters in the School are for the Governors and Headteacher to make. They do not come into the scope of the Association.
17. No alteration to these rules can be made except at the Annual General Meeting or at a Special Meeting for this purpose, giving due notice to all members. Clauses 2, 14 and 17 cannot be changed as this would cause the Association to cease to be a charity at law.