



Friends of Trinity

PARENT TEACHER ASSOCIATION

Address: Trinity Road, Chelmsford, Essex, CM2 6HS
Email: friendsoftrinity@hotmail.co.uk

Tel: 01245 354517

Website: www.facebook.com/TrinityRoadPrimary

Friends of Trinity – Parent Teacher Association – Constitution

Dated: 20th February 2018

Aims:

- To provide close co-operation and communication between parents, teachers and the school council.
- To engage in activities which support and advance the welfare and education of pupils attending the school.

Membership:

The membership will consist of parents/guardians of pupils attending Trinity Road Primary School and all academic staff.

General Meeting:

The Annual General Meeting (AGM) shall be held annually in September. The notice calling the meeting will be posted at least 14 days in advance. Business shall include:

- The work of the committee via a report from the Chairperson
- Treasurer report and accounts
- Election of members to serve on the committee

At all Annual General Meetings the voting shall be on the basis of one vote per member present and at all General Meetings the quorum should consist of 6 people.

The committee or members shall have the power to call an Extraordinary General Meeting (EGM) giving at least 14 days' notice and a formal agenda. Again voting shall be on the basis of one vote per member present and the quorum should consist of 6 people.

Committee:

A committee consisting of parents and teacher(s) shall manage the business of the Association. The committee members will be the office bearers (the Trustees) of the Charity.

Members of the committee shall be appointed at the AGM. They shall be elected for a one-year term and shall be eligible for re-election. The office bearers (The Trustees) will be Chairperson, Secretary, Treasurer and such others as may be required.

The committee may co-opt for any member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

Meetings of the committee shall be held as required.

At all meetings of the committee a quarter of members at least two of whom are office bearers, shall form a quorum (a quorum is only valid if all of the committee members have been informed of the meeting, and sent notice of the items of business in advance). Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

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. It is important to keep accurate minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school.

A report should be made to the parents at the AGM of what has been purchased.



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The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

Finance:

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association.

Payments by BACS, Online or Cheques can be paid on the authorisation of any one of the Trustee's of the Charity.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The books shall be brought to balance on the last day of August prior to the AGM at which they are to be presented and the accounts shall be examined by the independent examiner appointed at the previous AGM. (The independent examiner does not have to be a qualified accountant, just somebody who is comfortable working with figures, who is not a member of the committee and who everyone trusts).

Changes to the Constitution:

Changes or additions must be made at an AGM or EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and approved by not less than two thirds of those present.

Dissolution:

In the event that the Association ceases to exist any remaining funds should be distributed for the benefit of the children at Trinity Road Primary School.

Dated: 20th February 2018
Replacing Previous Constitution Dated: 3rd October 2012