



Berry Hill Primary & Nursery School

Parents, Teachers, Friends Association Constitution and Aims

- The name of the association is Berry Hill Primary School and Nursery PTFA. We are a registered charity (Charity No: 1006355)
- The objective of the Association is to advance the education of pupils in the school in particular by developing effective relationships between staff, parents and others associated with the school
 - Run social events for parents/carers and children
 - Raise funds to help the school provide “extras” for the children
 - Provide support to the school with curricular activities
- The Association shall be non-party political and unbiased.
- Membership shall consist of parents and/or guardians of pupils attending the school, teachers, non-teaching staff and anyone wishing to offer appropriate support (over the age of 18) and who is accepted by the Committee as a member.
- The management of the Association shall be vested in a committee meeting consisting of: Chairperson, Vice-Chairperson, Treasurer and Secretary and at least 2 other members and will be trustees of the charity.
- These members shall be elected at the Annual General Meeting and shall serve until commencement of the next Annual General Meeting. This meeting will be held in the Autumn term.
- All Annual General Meetings are called by giving 21 clear days written notice to the members and will include date/time/location and agenda. Special General Meetings should be called by giving 14 clear days written notice to the members and will include date/time/location and agenda.
- Nominations shall be proposed and seconded by members and have the consent of the nominee.
- Five members of the Committee shall constitute a quorum.

- The head teacher or deputy head teacher must be informed of all activities and dates and copies of minutes and agendas issued.
- The treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report at each Committee Meeting and present full accounts at the Annual General Meeting.
- Bank accounts shall be operated in the name of the association and withdrawals can be made on the signature of each committee member (Chair, Vice Chair, Treasurer and Secretary). All receipts will be submitted to the Treasurer at the earliest opportunity.
- The financial year will commence on 1st September.
- The committee shall deal with any matter arising which involves the organisation and activities of the Association (and not covered by this constitution) and that decision will be final.
- Any alteration to this constitution will need to be discussed at the Annual General Meeting or a Special General Meeting held by the committee and called specifically for this reason.
- The association may be dissolved by a resolution presented at a Special General Meeting called for this specific reason. The resolution must have the assent of two thirds of those voting. The resolution MUST give instructions for the disposal of assets after paying all outstanding debts. The assets will not be kept by committee members but given to the school and nursery for the benefit of the children. In the event of a school closure, assets can be passed on to a charity chosen by the resolution.

PTFA Signatures & Date

Chair Person Davis 27/2/19

Vice Chair Person Moran 27/2/19

Treasurer RK 27/2/19

Secretary SHB 27/2/19

PTFA Member Schrod 27/2/19

PTFA Member Amel 27.2.19

PTFA Member LOr 27/2/19

PTFA Member CBanes 27/2/19

PTFA Member Jaydell 27.2.19

PTFA Member Allwright 27.2.19

PTFA Member N-Kendall 04.03.19

PTFA Member