



## **Terms of Reference Parent Teacher Association (PTA)**

### **1. Aims and objectives of the PTA**

- 1.1 Establishing positive relationships between staff, parents and the whole school community.
- 1.2 Engaging in and offering opportunities for activities that support the school and have a meaningful impact on pupils' education.
- 1.3 Raising additional funds for the academy and its pupils.

### **2. Membership**

- 2.1 All parents/carers who have children who are currently attending Green Ridge Primary Academy (including Little Ridges Nursery) are automatically members of the PTA, as well as all staff currently employed by the school (both teaching and non-teaching staff).
- 2.2 The PTA will form a committee of members who will be made up of the parents, guardians or carers of any pupil currently attending the school, as well as teaching and non-teaching staff currently employed by the school.
- 2.3 Members may vote in any meeting.
- 2.4 The PTA committee will consist of a minimum of four members including: Chair, Secretary, Treasurer and School Representative.
- 2.5 PTA committee members will come from a mixture of backgrounds, where possible.
- 2.6 The Headteacher has a right and duty to attend any PTA meetings as required, and has the power to vote, or send another member of the senior leadership team in his place to do so.
- 2.7 Membership to the PTA will be terminated if:
  - 2.7.1 The member dies.
  - 2.7.2 The member resigns by written notice to the PTA.
  - 2.7.3 The majority of members agree that a member's actions or behaviour undermines the objects of the PTA.

2.8 Members will receive confirmation of termination of their membership in writing from the chair within 14 clear days.

2.9 If the chair's membership is being terminated, the remaining members will elect an individual to carry out the duty of informing the chair.

### 3. PTA Committee

3.1 The PTA committee exists in order to:

- 3.1.1 Raise funds for the academy and its pupils
- 3.1.2 Provide advice to the school on how provision could be advanced for pupils
- 3.1.3 Distribute relevant information to others as necessary, with the support of the school administration team
- 3.1.4 Work in liaison with other relevant bodies/organisations/external agencies to support the work of the academy
- 3.1.5 Liaise with the School Business Manager to acquire or hire property, as appropriate on the academy's behalf
- 3.1.6 To do whatever else the association deems necessary, within the limits of the law and with the Headteacher's permission

### 4. Roles of the PTA committee

4.1 The secretary will:

- 4.1.1 Record and distribute minutes of meetings.
- 4.1.2 Deal with correspondences with the association.
- 4.1.3 Give notice of all general and executive committee meetings.
- 4.1.4 Advertise PTA activity to the academy and the local community, under the chair's direction.
- 4.1.5 Report on each previous year's activities at the AGM.

4.2 The Treasurer will:

- 4.2.1 Keep records of all the income and expenditure of the association, for each event (finalised within two weeks of an event) and over the financial year
- 4.2.2 Submit income and expenditure records to the School Business Manager each year and in a clear and concise format at the AGM.

4.3 The Chair will:

- 4.3.1 Prepare and agenda for each meeting in conjunction with the Headteacher
- 4.3.2 Meet with the Headteacher at least monthly to set the agenda for the forthcoming meeting informally review progress and actions

4.3.3 Liaise closely with the Secretary and Treasurer to ensure that they know their responsibilities and what is required of them for the smooth operation of the PTA.

4.3.4 Lead the AGM and all other committee meetings.

4.4 The School Representative will:

4.4.1 Represent and give the views of the school and its staff, as well as the views of pupils

4.4.2 Liaise with other staff as necessary for the running of and planning for PTA events held

4.4.3 Champion the work of the PTA with staff and encourage participation

## 5. Sub committees

5.1 Sub-committees must have at least one member who is also a committee member and all proceedings must be reported to the main committee.

## 6. Annual general meetings (AGMs)

6.1 The PTA will hold a general meeting annually, within two months of the end of the financial year and start of the new academic year.

6.2 The chair will be in charge of leading the AGM.

6.3 If the chair is unable or unwilling to lead the AGM, the PTA will elect another member.

6.4 All members will be invited to attend all AGMs.

6.5 The chair of the PTA committee will ensure AGMs are called by giving no less than 21 clear days written notice to all members.

6.6 The notice will specify the date, time and location of the AGM and give an overview of the agenda.

6.7 The quorum at an AGM will be at least twice the number of PTA members in office (on the committee) at the start of the meeting. [The only exception for this would be at an AGM where the PTA is being dissolved.]

6.8 Unless stated otherwise, issues discussed at AGMs will be decided by a majority vote.

6.9 Every member has a single vote; however, the chair will have a casting vote if a decision is equally divided.

## 7. During an AGM, members will:

7.1 Receive the accounts of the PTA for the previous financial year.

- 7.2 Receive a report from the committee members on the PTA's activities since the previous AGM.
- 7.3 Elect PTA committee members.

## 8. Other meetings

- 8.1 A general meeting may also be called for special reasons and, if so, will be called an extraordinary general meeting (EGM).
- 8.2 For members of the association to call an EGM, there must be a request for an EGM from at least 10 members – the committee must then call an EGM within 21 days of the written request being received. Following this, the EGM must take place within three months.

## 9. Committees

- 9.1 Committee members are elected at an AGM and hold office until the next AGM.
- 9.2 Committee members will have the power to co-opt other members at any time.
- 9.3 Co-opted committee members will serve until the date of the next AGM.
- 9.4 The total number of co-opted committee members will not exceed 50 percent of the number of committee members.
- 9.5 Nominations for election to the committee can be made by any members of the association and seconded by another.
  - 9.5.1 The committee will ensure:
  - 9.5.2 Nominations have the consent of the nominee.
  - 9.5.3 Nominations are made in writing to the chair.
- 9.6 If no, or an insufficient number of, nominations are received before the AGM, any members present will nominate a person, with their consent, and that person will be appointed if there is a majority vote.

## 10. A committee member's appointment will cease if:

- 10.1 They are disqualified under section 178 of the Charities Act 2011 or any relevant re-enactment from acting as a charity trustee.
- 10.2 They become physically or mentally incapable of managing their affairs, as advised by a medical practitioner.
- 10.3 They are absent from three consecutive committee meetings without notifying the secretary and without good reason.
- 10.4 They cease to be a member of the association.

- 10.5 They give written notice of their resignation to the committee and at least two other committee members remain in office.

## 11. Committee meetings

- 11.1 The committee must hold at least six meetings each academic year (one each half-term).
- 11.2 A quorum of 50 percent rounded up to the nearest whole number, of the total number of committee members will be ensured.
- 11.3 Decisions are made according to a majority of the votes cast at the committee meeting.
- 11.4 Every committee member has one vote per issue; however, the chair of the meeting has a second or casting vote.
- 11.5 Where a committee member has a personal interest in a matter of discussion at the meeting, they must:
- 11.5.1 Declare their interest prior to the beginning of discussion on the matter.
  - 11.5.2 Withdraw from that part of the meeting unless expressly invited to stay and provide information.
  - 11.5.3 Not vote on the matter.
  - 11.5.4 Not be counted in the number of committee members considered present.

## 12. Funding and finance

- 12.1 Funds of the association will be held in the academy bank account in the name Green Ridge Primary Academy, accessed by school staff, namely the School Business Manager.
- 12.2 All PTA funds will be held in a line within the academy's budget, under a specific nominal code for transparency of income and expenditure.

## 13. Records and accounts

- 13.1 The treasurer will keep accurate records of any financial transactions of the association over the financial year and ensure that at the end of each month they submit all income and expenditure, along with any transfers of funds raised, to the School Business Manager. For the month of July, this will be done on the last day of the term, to allow for closure of the academic year, ahead of the 31st August and the school year-end procedures.
- 13.2 No PTA generated income should be held back from entering the academy's main bank account, and by latest of the last day of that month for the purposes of income and expenditure tracking.

- 13.3 Committee members are entitled to reimbursement for any reasonable out-of-pocket expenses incurred in the administration of the association

#### 14. The committee will keep records of:

- 14.1 All proceedings at general meetings.
- 14.2 All proceedings at committee meetings.
- 14.3 All reports of sub-committees.
- 14.4 Annual reports and statements of account will be made available for inspection by any member of the association.

#### 15. Notices

- 15.1 Notices of any general meeting will be sent by email.
- 15.2 A technical defect in giving notice which a committee member is unaware of at the time does not invalidate decisions taken at a general meeting.

#### 16. Land/property

- 16.1 The property and funds of the association will only be used to fulfil the core objects of the association.
- 16.2 Committee members may not enter into contracts for the provision of goods and services without the permission of the Headteacher and School Business Manager.
- 16.3 The PTA committee will work in consultation with the site manager to maintain its land and property.

#### 17. Disputes

- 17.1 If a dispute arises, no decisions will be made until an agreement is reached.
- 17.2 The PTA committee will follow the school's Complaints Procedure Policy.
- 17.3 If the dispute is in regard to a safeguarding concern, the PTA committee will contact the school's DSL.
- 17.4 If the dispute is in regard to the conduct of a member of the committee, a meeting will be held to address the unacceptable behaviour and the individual will be given an official warning, where appropriate. If the individual's behaviour is deemed seriously unacceptable, the committee may find it necessary to dismiss the individual

## 18. Confidentiality

- 18.1 Meetings of the association are open to the public, unless the members of the association or committee members consider the matter to be discussed as confidential.

## 19. Amendments

- 19.1 These terms of reference may be amended at a general meeting by a two-thirds majority vote.
- 19.2 Members must be given 21 days' notice of any proposed amendments.

## 20. Dissolution

- 20.1 The association may be dissolved by a resolution presented at an AGM or EGM, provided that:
- 20.1.1 The topic was included in the notice of the meeting.
  - 20.1.2 The resolution has at least a two-thirds majority vote of those voting.
  - 20.1.3 In the event of dissolution, any remaining net assets will remain the property to the academy and should be distributed for the benefit of the pupils.
  - 20.1.4 Under no circumstances will assets be distributed among the members of the association.

## 21. Review

- 21.1 These terms of reference are reviewed every two years by the chair of the committee and the headteacher.