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## Mile End Primary School Parent Teacher Association Constitution

### **1 Our Name and Values**

This is the Constitution of the Mile End Primary School Parent Teacher Association, to be known as the PTA. The PTA is a registered charity.  
The PTA values transparency, openness, fairness and equity.

### **2 The purposes of the PTA**

The purposes of the PTA are:

- The advancement of education of the children of Mile End School
- The advancement of health of the children of Mile End School
- The advancement of children participation in sport of the children of Mile End School

### **3 Our Strategies and Activities**

In order to deliver our stated purpose, the PTA will engage in

- Fundraising activities, including events and sale of uniforms,
- Making donations and gifts to the Mile End School,
- Making donations and gifts to individuals and groups.

Additionally, the PTA will promote communication between Parents and Teachers.

### **4 The number of members**

The membership of the PTA can range from 8 - 20 members with at least 50% of parents.

A quorum of at least 50% of the PTA members should be in attendance; this should include at least 1 member of Staff and 4 parent members.

### **5 Types of members and election mechanisms**

Any parents, carers and guardians of a pupil at Mile-End Primary School or nursery can volunteer to be a member of the PTA. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by election.



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Elections will take place at the AGM, normally held during the first month of the school year.

Teachers do not require to be elected.

## **6 Running of the PTA & Office Bearers**

Mile-End School PTA will appoint office bearers which will include Chairperson, Secretary, and Treasurer.

Mile-End PTA will be chaired by a parent, guardian or carer of a child attending the school or nursery. If the child ceases to be a pupil, a new Chairperson will be agreed at the next meeting.

The Office Bearers will be agreed by the PTA committee and re-selected by the PTA committee on an annual basis. The Chair will be presented by the MEPC and seconded by the PTA committee.

The PTA will prepare annual account as per the OSCR (Office of the Scottish Charity Regulator) guidelines. These accounts will be verified by a qualified accountant. The PTA shall be responsible for ensuring that all monies are used in accordance with the purposes of the PTA as detailed in Section 2.

## **7 General Meetings (format & timing)**

Mile-End PTA will set the date, times and venue for the meetings at the first meeting of the new school year. At this time a date will also be set for The AGM.

Agendas will be made available to parents and teachers; interested parents may attend meetings containing items of interest to them.

Meetings will have minutes and the minutes be made available to the members.

All Parent Forum members (i.e. parent, guardian or carer of a child attending the school or nursery) will be given the opportunity to make suggestions for items they wish the PTA to fund or to do to raise money. These items will form the agendas of the appropriate meetings.

If 50% of members of the PTA committee request an emergency general meeting to discuss issues falling within the PTA's remit, the PTA shall arrange this. The PTA shall give all members, where possible, at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

## **8 The Annual General Meeting (format)**

Mile-End PTA will invite all members of the Parent Forum to attend an Annual General Meeting. A notice of the meeting including date, time, place and agenda will be given to all members of the Parent Forum with at least 2 weeks notice.

The annual meeting will include:



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- o A report on the work of the PTA.
  - o Discussion of issues that members of the Parent Forum and the teachers may wish to raise.
  - o Approval of the accounts.

## 9 How the PTA functions

The PTA will meet at least twice every school term.

Should a vote be necessary to make a decision, each member (parent or teacher) at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

It may be necessary for the PTA to set up sub-groups to work on specific fund raising projects. Sub-groups will meet as required without the requirements associated with PTA meetings.

If a PTA committee member acts in a way that is detrimental to the PTA their membership of the PTA shall be terminated if the majority of 80% or more of parent members agree. Termination of membership will be confirmed in writing to the member.

## 10 Funds allocation to spending proposals

*None of the PTA assets or funds may be distributed or otherwise applied at any other time except to further its charitable purposes as defined in this document.*

### *Spend proposals*

#### Who:

Requests for funds will be accepted from: parents, carer, children, and teachers. A request should describe a) the scope b) the anticipated budget (with at least two quotes for requests exceeding £500) and c) a description of the benefits and the population benefiting from the expenditure.

#### What:

Types of request deemed appropriate include: sporting, health, musical, cultural, educational benefit.

Types of request not deemed appropriate: donations to social events outside the school's remit, school and teaching material and equipment normally provided by Council funding.

As a guide, requests benefiting all or a large group of children are most suitable. Equipment and material that can be transferred to the new school is also preferable.

#### How:

Request should be submitted to one of the Chair or the secretary or to the following email address: [milendpta@yahoo.co.uk](mailto:milendpta@yahoo.co.uk) .

#### When:



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It is considered that spend proposals should be reviewed quarterly in order to enable a fair comparison of a number of alternative ideas.

In order to be considered, a request should be transmitted to the Chairperson or the Secretary of the PTA 4 weeks prior to the planned review date.

### *Allocation of funds:*

Funds will be allocated by a vote of the PTA committee members after a chance has been given to all parents to comments.

### When:

Requests should be reviewed and money allocated quarterly during normal PTA meetings.

### How:

Suitable request received within the timeframe should be put on the MEPC website for 2 weeks of consultation to allow parents to comment on the proposal. Paper copy of the proposals can be requested by parents without access to internet. Proposal and comments should be made available to the PTA committee members one week prior to the date set for the review meeting.

Proposals should be decided using the voting process described in section 9.

Distribution and application of the PTA funds will not be considered outside of the process and boundaries described in section 10.

## **11 Unplanned expenditure**

In the course of organizing an event, it might become necessary to spend some funds to purchase goods and services (e.g. last minute purchase of food or drink supply). Provided such an event has been discussed by the PTA and that the PTA involvement has been endorsed, Committee members are allowed to make such purchases up to the following limit: £50 without referring to another member, up to £100 after checking with one of the office bearer, up to £200 after checking with the Treasurer. In all cases, the details of the expenditure and the appropriate receipts should be communicated to the treasurer as soon as possible.

## **12 Finance**

Mile-End PTA will have a dedicated bank account. Withdrawals will require the signature of the Treasurer *and* one other designated signatory.

The Treasurer will keep an accurate record of all incomes and expenditure, and will provide a summary of this for each PTA meeting and a full account for the Annual Meeting.

The PTA aims to finish a school year with uncommitted funds at around £1,000.00. This number should be revised annually at the AGM.

## **12 Dissolution**

Dissolution of the PTA can take place during an AGM or EGM after a majority vote from the



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committee member recommending such a course of action. The relevant consent will be sought from the OSCR (Office of the Scottish Charity Regulator).

In case of dissolutions, remaining funds should be handed to the School or the Mile End Parent Council for appropriate use to as per the charitable purposes defined in this constitution.

## **13 Changes to the Constitution**

The PTA constitution will remain flexible and compliant with OSCR. Improvement opportunities will be sought via feedback and other methods. Minor alterations may be made if the majority of PTA members are in agreement. Any major changes to the constitution should be made at The AGM. Appropriate consent should be sought from OSCR when required.