

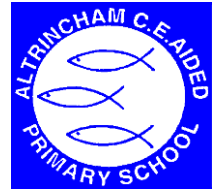
PARENT TEACHER ASSOCIATION & FRIENDS OF ALTRINCHAM C. E. AIDED PRIMARY SCHOOL

Townfield Road, Altrincham, Cheshire, WA14 4DS

Charity Registration Number – 1007277

E-mail: altrinchamce.admin@trafford.gov.uk

Chair: Sue Thomas 0161 928 9228 Secretary:



COMMITMENT DOCUMENT

This document has been drawn up by the PTA after consultation with parents/carers, teaching and non-teaching staff, School Governors and Clergy, to sit along side the NCPTA Model Constitution that was adopted as our standard Constitution at an Extraordinary General Meeting held on Monday 17th January 2011. The aims of this commitment document are to outline the ethos of the PTA, guidelines and working practices.

DECISIONS

- At all times the PTA will act in accordance with the School Mission Statement:
[To work in partnership with parents and churches to nurture children in the Christian faith and to provide them with the best possible educational opportunities.](#)
- Every decision made by the PTA should be in line with the School Plan with advice from the Head Teacher and always be acting in the very best interests of the school to support and advance the education of the pupils.
- The PTA will consult with all parents/carers, teachers, School Governors and Clergy by way of regular ordinary general meetings which will always be open meetings where everyone is welcome.

MEETINGS

- Everyone attending any meeting will be welcomed and encouraged to give their views, opinions and ideas. All views, opinions and ideas will be listened to respectfully and valued.
- The Annual General Meeting (AGM) will usually be held in November each year with at least 21 days notice of the meeting being given to every Ordinary Member via invite letter in book bags, notice on the PTA Notice Board and under the PTA tab on the School website, details in the PTA Newsletter and also sent via e-mail if possible.
- Any Extra Ordinary General Meeting (EGM) will be called in the same way as an AGM i.e. 21 days notice via the same methods of communication.
- All meetings will be minuted and minutes will be e-mailed (in a timely manner) to everyone present at the meeting and Class Representatives, with a printed copy on the PTA Notice Board and a copy to be put on the School website under the PTA tab.
- At each Ordinary General Meeting (OGM) there must be at least 50% (i.e. 4) Committee Members (CMs) present in order for decisions to be voted upon if necessary. The Chair has a second / casting vote if necessary.
- At each AGM or EGM there must be at least twice the number of Committee Members present i.e. 14 people in total including Committee Members. If there are Co-Opted Committee Members then these numbers increase i.e. 8 CMs need 16 people in total etc.

MEMBERS

- The PTA will have 7 Committee Members which will be made up of the Chair, Treasurer, Secretary, Teacher Representative and 3 other members made up from Ordinary Members.
- The minimum number of Committee Members will be 2, maximum 10.
- All officers i.e. Chair, Treasurer, Secretary will be Committee Members.
- The PTA can have up to a maximum of 3 Co-opted Committee Members (50% of the number of Committee Members as appointed at the AGM). Co-opted Committee Members can be co-opted at any time and shall serve as Committee Members with voting rights until the next AGM.
- Our PTA also incorporates 'Friends' of the school. Friends are defined as grandparents, parents of past pupils, Governors and all Clergy with the 3 Churches attached to our school.
- All Committee Members will be CRB checked and become a named trustee of the PTA which is registered as a charity (more information can be found at www.charity-commission.gov.uk).

- Committee Members owe a legal duty towards the charity and must commit to attending at least half of the open meetings (no more than 3 consecutive meetings can be missed in any academic year without prior notification to the Secretary).
- All PTA Officer and Committee Member roles are for 1 year only. At the AGM (usually held in November) all people in roles stand down. Anyone can stand again for any position and there is no limit on the number of times someone can be elected into a role.
- Committee Members (CMs) are required to be present at each AGM or EGM.

ROLES

- The role of President is an honorary role which is usually adopted by the Head Teacher. This role has no constitutional responsibilities or vote, but may be invited to address members or the represent the association on formal occasions or when seeking public support.
- The Committee Member is a valuable role and as such has voting rights for any decisions. Any votes a Committee Member makes must be on behalf of the Ordinary Members taking into consideration the consensus of the group and not just their own personal view.
- Ordinary Member – Every parent / carer, teacher, non-teaching staff, Governor, Grandparent and Clergy of our associated churches is an ordinary member of the Parent Teacher & Friends Association and as such is welcome to attend any of our open meetings held in school about once a month. Everyone is welcome to come along and join in the discussions and give their ideas / opinions but only the Committee Members can vote on decisions. If you wish to become a Committee Member please put your request in writing to one of the Officers and if appointed you will be co-opted on until the next AGM.
- Class Representative – This is a voluntary role which ensures messages / information reach all parents in their own year on any event being run by the PTA, to be a central point for collecting donations / ideas / input / feedback, to welcome and involve new parents, encourage new members / meeting attendance and help raise the positive profile of the PTA.

WORKING PRACTICES

- The PTA will always be a member of the NCPTA which provides insurance, information and support. Please see www.ncpta.org.uk, membership number 10238 for more details.
- As part of the annual membership of the NCPTA insurance for trustees is provided and therefore personal trustee insurance is not required.
- Nominated signatories of the PTA bank account will be Chair, Treasurer and President with only 2 of the 3 named persons needing to sign a cheque.
- The PTA Gift Aid account will be managed by a Committee Member working in conjunction with the Treasurer.
- The Chair and Treasurer will appoint a suitably qualified independent examiner / auditor (not a Committee Member) to audit the accounts on an annual basis prior to the AGM.

Signed by:

President:

Members of the PTA:

Chair

Treasurer

Secretary

Committee Members

School Governors:

Parent Governor:

Clergy:

Date: