



# PTA committee structure

- A committee shall be elected to run the PTA
- A Code of Conduct and a Constitution shall be put in place to support and govern the PTA
- An annual AGM shall be held where elections are to be made and changes to the constitution / code of conduct as required
- The PTA shall identify specific projects and allocate project leads to run these, for example projects relating to or focusing on events, communication, corporate fund raising, class fundraising, individual projects etc.

Role	To be filled by
President	Father Tom Pyke (in capacity as Vicar of the Parish of the Isle of Dogs)
Chair	Beccy Brown
Deputy Chair	Lindsay Moore
Teacher	<i>To be filled</i>
Treasurer	Mike Gleeson
Secretary	Abhay Sondhi
Project leads (for example) <ul style="list-style-type: none"> <li>• Events</li> <li>• Communication</li> <li>• Corporate fundraising</li> <li>• Class led projects</li> <li>• Individual projects</li> </ul>	<i>To be filled informally as required</i>
Committee members	Open to all parents, carers and teaching staff (opt in approach to be taken)

# PTA roles and responsibilities



Role	Role Function	Main responsibilities
<b>President</b> Father Tom Pyke	<ul style="list-style-type: none"> <li>To provide support and direction to the PTA</li> <li>Facilitates dialogue between the school, the governors and the PTA</li> </ul>	<ul style="list-style-type: none"> <li>Chairs the AGM</li> <li>Helps set direction and priorities for the PTA</li> <li>Does not normally vote, but can request a vote, and has a casting vote if applicable, and has the power of veto if a proposal has been adopted by the Chair that runs contrary to the Constitution of the PTA or that of the school</li> </ul>
<b>Chair</b> Beccy Brown	<ul style="list-style-type: none"> <li>To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA</li> <li>To uphold the constitution of the PTA</li> <li>Prepare and submit statutory reports to Regulatory Bodies</li> </ul>	<ul style="list-style-type: none"> <li>Set the agenda for meetings, sign the approved minutes of the last meeting, and agree a date for the next meeting</li> <li>Run meetings in an efficient and timely manner ensuring that everyone is able to contribute</li> <li>Write the annual report in cooperation with the Secretary</li> </ul>
<b>Deputy chair</b> Lindsay Moore	<ul style="list-style-type: none"> <li>To support the chair in all aspects of their role</li> <li>To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA</li> <li>To uphold the constitution of the PTA</li> </ul>	<ul style="list-style-type: none"> <li>To chair meeting in the absence of the Chair</li> <li>To prepare meeting agendas with the PTA Chair</li> <li>To prepare (with the Chair) the PTA annual report for the AGM</li> </ul>
<b>Teacher</b> <i>Position to be filled</i>	<ul style="list-style-type: none"> <li>To act as the liaison between the PTA and the school</li> </ul>	<ul style="list-style-type: none"> <li>To inform and engage members of staff with PTA activities</li> <li>To assist with preparing events by coordination with school</li> <li>Helps with risk assessments and Health &amp; Safety responsibilities</li> </ul>
<b>Treasurer</b> Mike Gleeson	<ul style="list-style-type: none"> <li>To maintain up-to-date records of all PTA financial transactions</li> </ul>	<ul style="list-style-type: none"> <li>Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments</li> <li>To prepare and update financial ledgers on a regular basis and to complete banking transactions on a regular basis</li> <li>To prepare and report financial statements at PTA Meetings.</li> <li>Charity registration and Gift Aid</li> </ul>
<b>Secretary</b> Abhay Sondhi	<ul style="list-style-type: none"> <li>To help ensure that the PTA runs smoothly</li> <li>Organise the AGM and help prepare the annual report</li> <li>Co-signing cheques on behalf of the PTA</li> </ul>	<ul style="list-style-type: none"> <li>Arrange meetings, prepare and distribute agendas</li> <li>Take the minutes of meetings and distribute them</li> <li>Ensure that meetings are quorate</li> </ul>
<b>Project leads</b> <i>To be filled informally as required</i>	<ul style="list-style-type: none"> <li>Identifies a project that they would like to lead on behalf of the PTA, or takes on project lead at the request of the PTA</li> <li>Provides updates to the PTA on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Runs an identified and agreed project or initiative on behalf of the PTA, this can be anything from events to corporate fund raising</li> <li>Provides regular updates and information on this to the PTA and engages the PTA in the project</li> </ul>
<b>All committed members</b>	<ul style="list-style-type: none"> <li>Committee Members work alongside the Officers</li> </ul>	<ul style="list-style-type: none"> <li>Welcome and involve new members</li> <li>Attend PTA meetings and encourages participation and enthusiasm for events / the PTA</li> <li>Gets involved with / leads planning, owning and running events</li> <li>Runs their own discreet projects as agreed</li> </ul>

# PTA Code of Conduct



## Introduction

- This Code of Conduct binds both Committee and Non-Committee Members of a Parents Teacher Association. These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically. In order for the PTA to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTA.

## The PTA Code

- Any parent or guardian of a pupil attending the school can volunteer to become a member of the PTA with the vested interest in enhancing the school for all pupils
- All members work is voluntary and for no personal gain
- All members will act in the best interest of the school
- All members will be encouraged to make relevant and positive contributions to meetings they attend
- All members have the right to be heard and must respect other member's opinions
- All members have the right to communicate together responsibly. Consideration must be used when using email, social media or in a public place
- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting and not shared on any social networking site
- All members must respect staff and pupils privacy whilst carrying out PTA activities during school time
- All members will respect the Committee's decisions, even those that they do not personally agree with
- The Committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject
- All members must respect the school and personal property
- All members have a Duty of Care to keep themselves and any PTA function attendees safe
- All assets relating to the PTA is the property of the either the PTA or the school and not that of the individual

## Consequences

Should it be deemed by the Committee that any member has disregarded this code or their actions have brought the PTA or the school into disrepute, the Committee has the right to exclude that member from future involvement. The member will be notified in writing of any decision and notified of their right to respond within 14 days and the matter reconsidered in light of any response.

# PTA Constitution



1. The name of the association shall be St Luke's School Parent and Teacher Association (PTA)
2. The purpose of the association will be:
  - To promote co-operation and extend relationships between parents, school staff and pupils
  - To raise funds for the school
  - To engage in activities which support the school and enhance the education and welfare of the pupils attending the school
  - To discuss and consider applications put to the PTA from pupils, parents and school staff and to grant funds to support such applications where the request is passed by the majority of the PTA
3. Membership:
  - Membership shall be open to all parents/guardians of pupils attending the school
  - The office bearers will be – President, Chair, Deputy Chair, Teacher, Secretary, and a Treasurer.
  - The officers and committee shall be elected at the Annual General Meeting and shall be elected for a one year term and be eligible for re-election
  - Nominations shall be proposed and seconded by members and should have the consent of the nominee
  - Any member is eligible to be elected as an officer
  - Membership shall be free for all members of the association
  - Each member of the PTA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have both a deliberate and casting vote. The Chair's vote shall be used only in the event of a tie.
  - The President does not normally vote, but can request a vote, and has a casting vote if applicable, and has the power of veto if a proposal has been adopted by the Chair that runs contrary to the Constitution of the PTA or that of the school
  - Members of the committee is required for a quorum is 5. This should preferably include 2 officers
4. The Committee:
  - Meetings should be held as required
  - The secretary shall be responsible for keeping accurate minutes of all meetings and for sending copies out to all members
  - The funds of the PTA shall be lodged in a bank or building society in the name of the PTA
  - Money taken at any PTA event shall be counted by 2 committee members – one of whom shall normally be the treasurer
  - The treasurer shall be responsible for keeping account of all income and expenditure and will present a financial report as requested
  - The treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA and shall present the accounts for approval by the members at the AGM. The accounts shall be examined by the independent examiner appointed at the previous AGM by the committee. (The independent examiner does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the committee and whom everybody trusts)
  - It is agreed before each fundraising event how the monies raised will be spent by the committee. The committee shall identify fundraising goals with the school at the start of each year.
5. Changes to the Constitution 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 be approved by not less than two thirds of those present.
6. The association shall take out public liability and personal insurance to cover its activities and committee
7. In the event that the PTA ceases to exist any remaining funds should be ring fenced in a separate account to be used to fund activities for the benefit of the children at St Luke's Primary School, that the budget cannot cater for.