

**The Cardinal Wiseman Catholic School**  
**Greenford Road**  
**UB6 9AW**

## **CONSTITUTION OF THE PARENT TEACHER ASSOCIATION**

### **1) NAME**

The name of the Association shall be "The Cardinal Wiseman Catholic School Greenford, Parent Teacher Association.

### **2) AIMS**

The aims of the Association are to advance the education of the pupils in the school by:

- 2.1. Developing and extending relationships between staff, parents and others associated with the school.
- 2.2. Engaging in activities which support the school.
- 2.3. In furthering these aims, the Association shall adhere to the catholic ethos and identity of the school.
- 2.4. To fundraise and use this money to enhance the school through projects agreed to by the Head Teacher and the PTA Committee.
- 2.5 The purpose of the PTA is to promote wellbeing and enrichment activities for pupils.

### **3. POWERS**

In addition to any other powers which it has, the Association may exercise the following powers in furtherance of its objectives:

- 3.1. Power to raise funds provided that in raising funds the Association shall not undertake any substantial trading activities.

### **4. PTA MEMBERSHIP**

- 4.1. All parents or carers of children who currently attend the school.
- 4.2. Members of the teaching and associate staff of the school.
- 4.3. The committee shall have discretionary powers by majority vote to allow interested parties to join the PTA as associate members who may speak at meetings but may not vote or be elected to office. The associate membership will apply until the next AGM.

### **5. Subscription**

There will be no annual subscription.

### **6. PRESIDENT**

The President of the Association shall be the Headteacher, who in the event of any unresolvable dispute may be called upon to make a decision to call an EGM.

### **7. THE ANNUAL GENERAL MEETING**

**7.1** The Annual General Meeting (AGM) will be held in the Autumn term and the secretary shall give 14 days' written notice by email.

**7.2.** The AGM shall elect a committee of officers of the PTA if required at the time of the AGM.  
The

Committee must include the Head and no more than 2 other teachers. The term of office shall be a maximum two years and all shall be eligible for re-election.

## **8. OFFICERS**

### **8.1 CHAIR, TREASURER AND SECRETARY.**

At the AGM, or another agreed time, these officers shall be elected for two years. They shall not serve more than a maximum of two consecutive terms without a one-year interval. Role sharing is permissible, the term of office shall end for the members of the role share when the earliest member of the role share's term is finished.

### **8.2 Co CHAIR, CO TREASURER, CO SECRETARY.**

These officers shall be elected at the AGM, if required at the time of the AGM. The election shall be by exhaustive ballot.

**8.3.** The AGM shall elect an auditor who shall not be an officer.

**8.4.** Officers shall submit a report of the year's activities to the AGM for consideration by the members.

**8.5.** The AGM and EGM shall be presided over by the chair or in the chair's absence by any other officer.

## **9. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting (EGM) may be called at any time by the Committee or within 30 days of receipt by the Secretary of a request in writing signed by a minimum of 10 members. Such a request shall state full and specific reasons for the EGM. An EGM shall only consider the business for which it was convened. The Secretary shall give 14 days' written notice of the EGM.

## **10. COMMITTEE**

**10.1.** The Committee of officers shall meet at least twice a term with all members invited to attend. A quorum shall be 6 members, two of whom shall be officers. The secretary shall notify all members of the meetings by email and other means as necessary.

**10.2.** The Committee may appoint subcommittees as it deems necessary and shall prescribe their function. All acts and proceedings of any such subcommittee shall be reported to the Committee. Subcommittees shall not expend funds of the Association except those which have been agreed by the Committee.

**10.3.** The Committee shall have powers to make rules covering the conduct of meetings and the running of the Association. Any such rules to be subject to this constitution.

**10.4.** The Committee shall have power to co-opt in the event of any office becoming vacant. The term of office of a co-opted member shall expire at the next AGM.

**10.5.** Any officer will be obliged to resign if a resolution to this effect is passed by two thirds of those present and voting at an EGM.

**10.6.** In the event of any questions arising on which this constitution is silent the Committee shall have the power to decide thereon.

**10.7** The committee of officers may meet additionally to the open meetings to conduct the day to day business of the Association.

## **11. FINANCE**

**11.1.** The Treasurer shall present audited accounts at the AGM.

**11.2.** All expenditure shall be approved by the Committee.

**11.3.** The Committee will operate a bank account in the name of the Association.

The signatures of any two officers will be required for withdrawals.

**11.4.** There shall be no liabilities exceeding assets.

**11.5** Standing procedures for operating the finances of the school will be drawn up and re-adopted annually at the AGM. These financial procedures are an appendix to the constitution.

**11.6.** The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution shall give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the membership, but shall be given to the School for the benefit of the children. Or in the event of the School's closure to the Parish of Our Lady of The Visitation, Greenford.

## **12. AMENDMENT OF CONSTITUTION**

No amendment to the constitution may be made except at the AGM or an EGM called for this purpose. Alterations to the constitution shall receive the assent of two thirds of those present and voting at the AGM or EGM.

Constitution drawn up and approved 2<sup>nd</sup> November 2023

Amended and approved 2<sup>nd</sup> November 2023

Adoption Of amended constitution proposed by Mr Danny Coyle (Headteacher) and Seconded by one Committee Officer.

## **Appendix**

### **Protocol for cash and bank handling for The Cardinal Wiseman School PTA.**

Cash coming in.

- PTA cash should never be held in private homes.
- PTA cash should be counted by two people as soon after collection as possible.
- PTA cash should be kept in the school safe room until banking can be arranged.
- PTA cash should be banked as soon as possible and the paying in slip reconciled to the cash count (plus / minus receipts for payments made) by someone other than the person banking.

Payments / Cash going out.

- ATM card should be in the name of the chair.
- In line with procedures for the school bank procurement card the PTA ATM card should be held on the school premises and signed in and out by officers of the PTA Only.
- Purchases by PTA ATM card should only be made against payments which generate a detailed receipt for goods or services, not a simple amount paid receipt.
- ATM card can be used to withdraw cash in the presence of two committee officers. The PTA will endeavour to provide a float for any cash events in the school.

- Payments against receipts may be made by the treasurer or via a float amount held in school authorised by a PTA officer.
- All payments require a paper trail showing the amount claimed, the purpose and authorisation by an officer not making the claim.

Reconciliation.

- The monthly PTA meeting should receive profit and loss headlines for events held. Report should also be made on how the float amount has been used and how much it will be reimbursed.
- Clear sharing of the balance of the latest bank statement and the previous bank statement should be demonstrated and significant difference explained

#### **Bank statement sweeping.**

- The PTA should never hold more than £10,000 in its account at any one time.

Funds in excess of that should be paid to the school and the treasurer should keep a book account showing donations made and expenditure incurred by the school which must be supported by documentation from the school.

#### **Cardholders**

- Outgoing Chair/Treasurer should accompany the incoming Chair/Treasurer to the bank for name change.

All old cards to be destroyed in their presence

#### **Online Banking**

- Transfers will be made to the school via BACS.
- Online banking app will be available to 3 signatories, that being 2 co treasurers and 1 co chairs.