



Thornhill Primary School

pta

Where your children come first

Thornhill Primary School

PTA

Handbook

Thornhill Primary School Parent/Teacher Association
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Introduction

Welcome to our school

This booklet has been compiled by our PTA especially for you, the parents of children within our school community. It aims to provide you with information about the Thornhill Primary School Parent Teacher Association which forms a major part of school life.

If, after reading this booklet, you have any questions that remain unanswered, please contact one of the Committee members or your Year Representative.

Why do we have a PTA?

We are fortunate to have a PTA that is, and has been, an integral part of the school community for many years. In its time the PTA has raised around one hundred thousand pounds, which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school and pupils, working towards a common goal. It is fun too - just ask any of the Committee members or PTA volunteers. Obviously, as in any organisation, we have experienced some challenges but with the continued support of parents and staff, our PTA has always succeeded in its efforts.

All families automatically become members of the Thornhill Primary School PTA when their child joins our school. All parents, teachers and members of the school community are encouraged to get involved, even if they only have a small amount of time available.

The PTA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as fundraisers. For example: the North Cardiff Schools Football Tournament, The Carols by Candlelight Community Concert and supporting the school open days. Other events, such as our Bags2School recycling initiative, raise money but at no cost to parents. All are run with the aim of helping the school, or giving the children a good time, whilst embracing the wider community of Thornhill.

Our PTA history

We can trace our PTA history back since the school opened in 1991. Some of the many projects and resources funded in this time include interactive whiteboards in all the classrooms, outdoor play equipment, audio visual equipment, outdoor benches and our first school minibus, as well as treats such as pantomime and theatre visits.

Links with the Community and Local Businesses

We have, over time, developed strong links with the local community and are always well supported by both residents and businesses, for which we are very grateful.

Sainsburys

We have a good relationship with our local Sainsburys superstore, who help us advertise our activities, support our events with product donations and allow the children to use the supermarket to fundraise, such as the choir singing in the lobby at Christmas and bag packing.

Thornhill Church

We are very grateful to the members of Thornhill Church Centre who work with us to organise joint community events such as the Carols by Candlelight.

The Pendragon

The Pendragon is one of Thornhill's local pubs and we have throughout the year held several fundraising evenings hosted on their premises, including the Curry and Quiz night.

La Maison Estate Agents

Official sponsors of the school's 20th anniversary year events, La Maison Estate Agents is based in Llanishen.

Other Supporters

Many of our local shops and services are very generous providing donations for raffle prizes, financial support for our events and some have taken part in our Christmas and Spring Fayres.

Listed below are our regular supporters.

Evans, Hailes and Dean - Opticians	Boots the Chemist
Thornhill Cars	Techniquet
Cardiff City Football Club	Jazzy Jungle
Cardiff Blues	Greenmeadow Community Farm
Cardiff Devils	Cefn Mably Farm
Jump	Alfresco Landscape and Garden
Usbourne Books	Ice Hairdressers
The Old Cottage	Young's Solicitors
Easy Ironing Company	Michelle's Petcare Services
J A O'Connor Davies Opticians	J&P Autos
Karen the Florist	Folly Farm

The Role of the Committee

Our PTA Committee consists of four Officers: Chair, Vice Chair, Treasurer and Secretary. We also have between 6 and 10 members who make up the full Committee, including our Head Master, Mr Tucker, and several teachers.

The Committee meet at least once a term, with smaller working groups meeting as necessary when we are planning larger events. Everyone is welcome to attend.

Dates for the meetings are publicised and an Agenda and Minutes are issued to those who attend or are interested. To be included in this circulation, please e-mail thornhillpta@hotmail.co.uk.

Annual General Meeting (AGM)

Our Annual General Meeting is held in September at the beginning of the school year and provides an opportunity for all parents to come along and hear in more detail about the work of the PTA, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new Committee Members and Year Representatives.

Year Representatives

Our Year Representatives undertake a very important role. There is one or more representatives per school year whose role it is provide a link between individual year groups and parents and the PTA Committee. The support from Year Representatives is vital when it comes to organising our main events - from selling tickets to organising rotas of help. We really could not manage without them.

A list of current PTA Committee Members and Year Representatives is at Appendix 2 at the back of this booklet. Updated lists are sent out each year after the AGM. If you are interested in joining the Committee or acting as a Year representative or PTA volunteer, please do not hesitate to contact us (see How you can contact us – **page 10**).

Teachers and Staff

The teaching and support staff are invaluable to the work of the PTA. They attend meetings, provide ideas, support and participate in our events. They also help communicate PTA information to the children and provide feedback from the children and parents to the PTA Committee.

Support from PTA-UK

Our PTA is a member of PTA-UK, which is a national charity and membership organisation providing support and guidance for all home school associations in England, Wales and Northern Ireland. Our association is one of over 13,000 members in current membership of PTA-UK.

We pay an annual membership fee which gives us lots of member benefits including comprehensive insurance cover for all PTA run events, support and advice on running the PTA,

plus fundraising ideas and good practice hints and tips. PTA-UK also provides us with the opportunity to meet and communicate with other PTAs to discuss and share experiences. We receive termly publications and also guidance to ensure our events are legal and safe. All in all, we have a valuable resource at our fingertips.

How we raise money

Like most PTAs, the majority of our funds are raised through the events and schemes that we run.

Fundraising Events

Christmas Fayre – This is our largest event of the year. At the Fayre we have stalls selling reasonably priced gifts, a used toy stall, Christmas themed games, refreshments, crafts and a fantastic Santa's Grotto.

Discos – Aimed for all the family, the disco offers dancing, food, soft drinks and a bar for the parents.

Cinema Evenings – Taking place straight after school in the school hall, there is a certificate U film for the Infants and a PG film for the Juniors. These are supervised by the teachers.

Spring Fayre – Our Spring Fayre is organised with a theme, there are third party stalls as well as PTA run stalls, refreshments, games and activities for the children, such as bouncy castles .

Summer BBQ – the summer BBQ is a family favourite, taking place on a Friday offering entertainment, stalls, a talent show, BBQ food and a bar for the parents.

Curry and Quiz nights – for adults only, this is a chance to get out and socialise with other parents and the community. These are held at the Pendragon pub.

Bakesales – Bakesales are held throughout the school year. Each school year group has a bakesale and they get to choose what to spend the money raised on!

Mothers Day Sale – these events provide a convenient opportunity for children to buy cards and a reasonably priced gift for their mum.

Non Uniform Days – A bit of fun for the kids, for a small donation they can wear their casual clothes to school.

Easter Egg Hunt and Bonnet Parade – A traditional Easter activity which takes place at Cefn Onn Park. The children get to go on a magical hunt for Easter goodies and parents get to relax with a tea or coffee at the end and enjoy watching the children take part in a Bonnet Parade and sports games.

Shopping nights - In 2011, we held our first Christmas Shopping Evening.

Community Events

Carols by Candlelight – this is a wonderful event involving the school choir and orchestra. A chance for the children and parents to get into the festive spirit.

North Cardiff Football Challenge - A children's football competition, supported by Cardiff City Football Club and open to teams from other local primary schools.

Fundraising Schemes

Christmas card project – This is a fundraiser, where the children produce artwork and have their very own design printed up into Christmas cards for parents to buy and send out to friends and family at Christmas.

Bags2School - One of our most successful fundraisers is our Bags2School recycling collection. Bags are sent home with the children for you to donate your unwanted clothing, bedding, curtains, soft toys etc. The school then receives money based on the total weight of the donated items.

Book Fayre - This year we held a Ready Steady Read event in conjunction with Usbourne Books. This sponsored event raised money for books for the new school library and book vouchers for the children to spend on books of their choice for home.

Shopping

We also raise funds through loyalty shopping schemes, where parents can shop and raise money for the school at the same time. They are:-

www.easyfundraising.org.uk

www.yellowmoon.org.uk

Amazon

So you can see there is always something going on. We always try and respond to the children's requests; it is great to see them having fun at the events or enjoying using a piece of new equipment that the PTA has donated.

We raise money in other ways too. Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

How we spend the money we raise

Following a fundraising event the money is banked straight away. It is at our PTA Committee meetings, that the decisions on how to spend the money are agreed by the Committee, members and staff.

Usually, Mr Tucker will have a 'wish list' of items that the school would like the PTA to consider funding. Sometimes funding will be allocated as a result of the children or parents asking for something. For example, this year the parent questionnaire highlighted that many parents wanted children to get involved in more competitive sports. In response to this request, the PTA purchased a minibus for the children to take part in inter-school competitions and other curriculum based trips.

At other times funds raised will be for resources to improve a particular area of the curriculum or school environment. The PTA funds are spent on the 'extras' that cannot be provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting. For example, the interactive whiteboards.

The money we raise is usually spent fairly quickly. That way, you can be sure that in supporting our school, your own children will feel the benefit, along with everybody else.

At Appendix 3 at the back of this booklet is a list of items donated to the school by the PTA during the past couple of years and the amounts raised from various events.

Communication

How we get information to you

PTA correspondence is sent out using Parentmail, the schools e-mail tool. We also put posters up in class windows and PTA notices are also posted on the school notice boards which are situated at the main entrance and outside the reception classrooms. In addition we send out posters and application forms for individual events held during the year. We will also occasionally send out ad hoc reminders and requests for donations.

An important aspect of our correspondence includes a newsletter every half term, which includes feedback on events that have taken place, money raised, information on forthcoming events and dates, requests for assistance and a fundraising total for the school year to date.

Once a year we will send out an annual report, summarising the successes of the year and reporting on the funds raised. We also issue an annual questionnaire in the new calendar year to gather parent's opinions on the work of the PTA and seeking new ideas for events.

We have a website where you will find information about the PTA, details of past and up and coming events and information on how to get more involved – www.thornhillpta.btck.co.uk.

We also have a Facebook page which we also use to provide information to those who choose to subscribe Thornhill PTA Facebook Group.

Dates of PTA meeting are published for all parents. Agendas and minutes are only issued to those parents who have expressed an interest in receiving them. If you wish to receive them, please e-mail thornhillpta@hotmail.co.uk

How you can contact us

There are a plenty of ways you can contact the PTA

- Website: You can leave a message here www.thornhillpta.btck.co.uk
- Email: You can e-mail us on thornhillpta@hotmail.co.uk
- Facebook: You can leave a message Thornhill PTA Facebook Group
- PTA Mailbox: You can post any correspondence in our mailbox in the foyer of the main school entrance.
- Applications forms for event tickets can be given to your child to take to school and the teachers will ensure that they are posted in the PTA mailbox. (Please ensure that any money is securely enclosed within an envelope and clearly marked with your child's name and class.
- Talk to your Year Rep or a Committee member (see Appendix 2)

Helping out

How you can get involved

There are lots of ways you can help and support your child through the PTA.

To stage the events the PTA organise we rely on a large number of volunteers, at some events we have had some great help, whilst at others we struggle to get the support required.

Examples of how you could volunteer/help include:-

- Manning a stall at a Fayre
- Serving at the bar at a Disco
- Preparing filled rolls for a Cinema Evening
- Making gifts for Fayres and Sales
- Making cakes for Bakesales

We are very grateful to the parents that regularly volunteer to help – but we need more! If one parent per child were to volunteer just 30 minutes at one event in the entire school year, we would have more than enough help to support all the events.

Or would you be prepared to commit just 30 minutes of your time at our larger events? (Christmas and Spring Fayre, Disco and BBQ) Over the whole school year that's just 2 hours!

Offering to help before events or at other times during the year is so valuable. It doesn't matter if you can't help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets etc. We really couldn't achieve what we do without the behind the scenes help that we receive.

If you would like to be more involved with your child's school you can volunteer to be a Class Representative or Committee Member. Or you can simply support the AGM and give us your ideas for fundraising events. This is also the time to ask questions or voice your opinion.

You can help by letting us know if you have any contacts or skills we could use, everything is potentially valuable to us. For example, do you know a good DJ, children's entertainer? Are you involved with any organisations that could help us with a new type event (for example, in 2012 Cardiff City Football Club helped us with the North Cardiff Football Challenge), can you get raffle prizes from your employer or is someone you know able to provide raffle prizes?

There is brief form at Appendix 4 of this booklet to fill in and return if you are able to help in any way, no matter how small. Don't forget to include an email address and phone number.

What the PTA means to our school

Because our PTA involves the whole school community we thought you would like to know what others think about our PTA.

From the Head Teacher

Croeso! Welcome to Thornhill Primary School!

Thornhill Primary School is a special place where we value every child. We not only want our children to receive an excellent education but also feel happy, safe and valued.

With your help, we wish to nurture a love of learning, to equip every child with the tools they need to succeed in education and life, helping them to achieve their very best. At Thornhill Primary School we work closely with all members of our school community to make the school the best it can be, especially with the PTA who support us through out the year with events, fund raising and volunteers making them an integral part of everything we do.

With best wishes

Paul Tucker
Headteacher

Thank you for taking the time to read our booklet. We hope you now know a little more about **your** *Parent Teacher Association*. On behalf of all the pupils we would like to thank you for your very valuable support which enriches their learning experience and makes their time in school so enjoyable.

From all the PTA Committee

July 2012

Appendix 1

CONSTITUTION

1.1 Type of Association: Parent Teacher Association

1.2 Association name in full: Thornhill Primary School PTA

1.3 School name in full: Thornhill Primary School

School address:

Thornhill Primary School

Heol Hir

Thornhill

Cardiff

CF14 9LA

1.4 The Committee

The minimum number of committee members/trustees: 2

2. Objects

The object of the Association (the Objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school;

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

3. Powers

The committee members/trustees have the following powers, which may be exercised only in promoting the Objects:

3.1 To provide advice

3.2 To publish or distribute information

3.3 To co-operate with other bodies

3.4 To raise funds (but not by means of permanent trading)

3.5 To acquire or hire property of any kind

3.6 To make grants or loans of money and to give guarantees

3.7 To set aside funds for special purposes or as reserves against future expenditure

3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)

3.9 To take out public liability and personal accident insurance to cover Association meetings, activities, committee members/trustees, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required

3.10 To employ paid or unpaid agents, staff or advisers

3.11 To enter into contracts to provide services to or on behalf of other bodies

3.12 To pay the costs of forming the **Association**

3.13 To obtain and pay for goods and services as are necessary for carrying out the work of the charity

3.14 To open and operate bank and other accounts as the **committee members/trustees** consider necessary

3.15 To do anything else within the law that promotes the *Objects* BUT the **Committee** shall not undertake any activity in the school premises without the consent of the **headteacher**.

4. Membership

Members of the **Association** are:

4.1 In a **Parents Association**, the parents, guardians or carers of any pupil currently attending the school or in a **Parent Teacher Association**, **Parent Staff** or **Home-School Association** as detailed above plus teaching and non-teaching staff currently employed by the school or in any other **Association**, for example a **Friends** group, those described above and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the **Committee** as a **Member**

4.2 **Membership** is terminated if:

4.2.1 the **Member** dies

4.2.2 the **Member** resigns by written notice to the **Association**

4.2.3 the **committee members/trustees** may for good reason, regardless of whether or not this is at the request of the **Governing Body** or the **headteacher**, exclude any person from **membership** or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the **Association** into disrepute. Removal is not effective until the **Member** concerned has been notified in **writing** of the proposal and his/her right to respond within **14 clear days**, and the matter has been considered in light of any representations made.

5. General meetings (annual and extraordinary)

5.1 All **Members** are entitled to attend any **General meeting** of the **Association**

5.2 All **General meetings** are called by giving **21 clear days written notice** of the meeting to the **Members**. The notice should specify the date, time and location of the **General meeting** as well as give an overview of the agenda

5.3 There is a quorum at a **General meeting** when the number of **Members** present is at least twice the number of **committee members/trustees** in office at the start of the meeting. The only exception would be at a **General meeting** where the **Association** is being dissolved: please see Clause 13.

5.4 The **Chair** or (if the **Chair** is unable or unwilling to do so) some other **committee member/trustee** elected by those present is in charge of a

General meeting

5.5 Except where otherwise provided in this Constitution, every issue at a **General meeting** is decided by a simple majority of the votes cast by the **Members** present at the meeting

5.6 Except for the **Chair** of the meeting, who has a second or casting vote where a vote is equally divided (tied), every **Member** present is entitled to one vote on every issue

5.7 The **Association** must hold a **General meeting** within twelve months of the date of the adoption of this constitution. Thereafter, an **AGM** must be held in each subsequent **year** and not more than **15 months** may elapse between successive annual **General meetings**.

5.8 At an **AGM** the members:

5.8.1 receive the accounts of the **Association** for the previous financial year

5.8.2 receive the report of the **committee members/trustees** on the **Association's** activities since the previous AGM

5.8.3 elect the **committee members/trustees**

5.8.4 appoint an **independent examiner** or auditor for the **Association**

5.8.5 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the **Association**

5.8.6 discuss and determine any issues of policy or deal with any other business put before them

5.9 An EGM may be called at any time by the **Committee** and must be called within 21 days to happen within three months of a **written** request to the **receiving committee members/trustees** from at least ten members.

6. The committee

6.1 All members of the **Committee** are trustees of the charity and have control of the **Association**, its property and funds. The **Committee members** are referred to in this document as **committee members/ trustees**.

6.2.1 **Committee members/trustees** shall be elected at the AGM and shall hold office until the next AGM

6.2.2 All **committee members/trustees**, except those who are co-opted, must be members of the **Association**

6.3.1 **Committee members/trustees** shall have the power to co-opt **committee members/trustees** at any time, and co-opted **committee members/trustees** shall serve until the date of the next AGM

6.3.2 The number of co-opted **committee members/trustees** must not be more than 50% of the total number of **committee members/trustees**

6.4 Nominations for election to the **Committee** may be made by any **Member** of the **Association** and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in **writing** to the **Chair** at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any **Members** present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.5 A **committee member/trustee** (whether elected or co-opted) automatically ceases to be a **committee member/trustee** if he or she:

6.5.1 is disqualified under section 72 of the Charities Act 1993 as amended by the Charities Act 2006 from acting as a charity trustee

6.5.2 is incapable, whether mentally or physically, of managing his or her own affairs

6.5.3 is absent from three consecutive meetings of the **Committee** without prior notification to the Secretary

6.5.4 ceases to be a member of the **Association**

6.5.5 resigns by written notice to the **Committee** but only if at least two **committee members/trustees** remain in office

6.5.6 is removed by a resolution passed by a majority of other **committeemembers/trustees**. Removal is not effective until the **committeemember/trustee** concerned has been notified in **writing** of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made

6.6 All committee members/trustees shall be entitled to reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association.

6.7 A retiring committee member/trustee is entitled to an indemnity from the continuing committee members/trustees at the expense of the Association in respect of any liabilities properly incurred while he or she held office.

6.8 A technical defect in the appointment of a committee member/ trustee of which the Committee are unaware at the time does not invalidate decisions taken at a meeting.

7. Committee meetings

7.1 The Committee must hold at least three meetings every academic year.

7.2 A quorum at a Committee meeting is 50 per cent, rounded up to the nearest whole number, of the total current membership of the Committee.

7.3 The Chair or, if the Chair is unable or unwilling to do so, some other committee member/trustee chosen by the members present is in charge at each Committee meeting.

7.4 Every decision may be made by a simple majority of the votes cast at a Committee meeting. A resolution which is in writing and signed by all committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

7.5 Except for the Chair of the meeting, who has a second or casting vote, every committee member/ trustee has one vote on each issue.

8. Powers of committee

The following powers are available to the Committee to help run the Association:

8.1 To delegate any functions of the Committee to sub-committees. These must consist of two or more persons appointed by the Committee but at least one member of every sub-committee must be a committee member/trustee. All sub-Committee proceedings must be promptly reported to the main Committee.

8.2 To make Rules consistent with this Constitution about the Committee and sub-committees, to govern proceedings at General meetings and generally about the running of the Association including the operation of bank accounts and the commitment of funds.

9. Property & funds

9.1 The property and funds of the Association must only be used to fulfil the *Objects* (see clause 2).

9.2 Committee members/trustees can enter into contracts with the Association for the provision of goods and services to the Association (but not contracts of employment with the Association except with the prior written consent of the Charity Commission) provided that:

9.2.1 the maximum amount is set out in writing and is reasonable for the services provided

9.2.2 the committee members/trustees are satisfied that the agreement is in the interests of the charity before entering into it

9.2.3 the total number of committee members/trustees entitled to such remuneration is in the minority from time to time.

9.3 Whenever a committee member/trustee has a personal interest in a matter to be discussed at a meeting, the committee member/trustee must:

9.3.1 declare an interest before discussion begins on the matter

9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide infor-

mation

9.3.3 not be counted in the quorum for that part of the meeting

9.3.4 withdraw during the vote and have no vote on the matter.

10. Records & accounts

10.1 The **Committee** must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

10.1.1 annual reports

10.1.2 annual returns

10.1.3 annual statements of account

10.2 The **Committee** must keep proper records of:

10.2.1 all proceedings at **General meetings**

10.2.2 all proceedings at **Committee** meetings

10.2.3 all reports of sub-committees

10.3 Annual reports and statements of account relating to the **Association** must be made available for inspection by any **member** of the

Association.

10.4 The **Committee** must notify the Charity Commission promptly of any changes to the **Association's** entry on the *Register of Charities*.

11. Notices

11.1 Notice of any **General meeting** of the **Association** may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the **Association** to its **Members**. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school

11.2 The **address** at which a **Member** is entitled to receive notices (if sent by post) is the last known **address** of the **Member**

11.3 A technical defect in the giving of notice which the **Members** or **committee members/trustees** are unaware of at the time does not invalidate decisions taken at a **General meeting**.

12. Amendments

This Constitution may be amended at a **General meeting** of the **Association** by a two-thirds majority of the votes cast, but:

12.1 The **Members** must be given 21 **clear days'** notice of the proposed amendments.

12.2 No amendment is valid if it would make a **fundamental change** to the *Objects*/clause 2 or destroy the charitable status of the **Association** and no amendment may be made to clause 9 without the prior written consent of the Charity Commission.

12.3 A copy of any resolution amending this constitution must be sent to the Charity Commission within 21 days of it being passed.

13. Dissolution

13.1 The Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the Association

13.2 The net assets shall not be distributed among the Members of the Association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the Committee.

13.3 If it is not possible to dispose of assets as described in clause 13.2 then the assets can be given to another charitable cause provided that the cause is within the *Objects* of the Association.

13.4 The Trustees must notify the Charity Commission promptly that the Association has been dissolved. The Trustees must comply with any request from the Commission including providing the Association's final accounts.

14. Interpretation

14.1 In this Constitution:

- **address:** means a postal address or, for the purposes of electronic communication, a fax number, an e-mail address or a text message number in each case registered with the charity
- **AGM:** means an annual general meeting of the Members of the Association
- **the Association:** means the charity comprised in this constitution
- **the Chair:** means the Chair of the Association elected at the AGM
- **charity trustees:** has the meaning prescribed by section 97(1) of the Charities Act 1993 as amended by the Charities Act 2006. Every committee member/trustee is legally a charity trustee.
- **clear day:** means 24 hours from midnight following the triggering event
- **the Commission:** means the Charity Commission for England and Wales: charitycommission.gov.uk
- **the Committee:** is the Governing Body of the Association and includes all elected and co-opted committee members/trustees
- **committee member/trustee:** means a Member of the Committee elected at the AGM by the Membership
- **co-opted committee member/trustee:** means a Member of the Committee appointed by the committee members/trustees in accordance with clause 6
- **EGM:** means a general meeting of the Members of the Association which is not an AGM
- **fundamental change:** means a change that would not have been within the reasonable contemplation of a person making a donation to the Association
- **general meetings:** means any AGM or EGM
- **Governing Body:** means the Governing Body of the school
- **headteacher:** means the headteacher or Principal of the school
- **independent examiner:** has the meaning prescribed by section 43(3)(a) of the Charities Act 1993
- **Member and Membership:** refer to Members of the Association as set out in clause 4

- **months:** means calendar months
- the **Objects:** means the charitable Objects of the Association set out in clause 2
- **permanent trading:** means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects
- **written or in writing:** refers to a legible document on paper including a fax message or an electronic communication where the Member or co-opted committee member/trustee has agreed to receipt of notices by electronic means
- **year:** means calendar year

14.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

Appendix 2

2011/ 2012 Committee Members and Class Representatives

Chair Lynne Schofield

Vice Chair Ellen Parker

Treasurer Mel Phillips

Secretary Kathryn Jones

Nursery Claire Smith

Reception Shelley Parker

Year 1 Emma Richards

Year 2 Terrina Barnfield

Year 3 Sarah Ventrice

Year 4 Karen Morgan

Year 5 Beth Jones

Year 6 Dawn Wilson

Appendix 3

Purchases made by the PTA over the past few years:

Minibus

Coach hire for Pantomime

Fuel for minibus for Tabernacle visits

Audio / Visual Equipment

Library Books

Tables and sandpits for playground and field

Pantomime

Contribution to Playhouse

Contribution to Playground Apparatus

Theatre

Games

Interactive White Boards

Reading Books

Diamond Jubilee Party

How would you like to volunteer?

Name _____

Mobile _____

E-mail _____

Children's Names _____
 Class _____

Preferred method of contact:

Text

E-mail

Note sent home with child

Other Please specify _____

I would like to receive e-mail updates on PTA activities and events

Sign up for:

Attend PTA Meetings

Volunteer to organise an event

Volunteer to set up / clear up an event

Help run a stall

Serve on a sub-committee

Donate raffle prizes

Volunteer a specialist skill (e.g. photography, D.J.etc.)

Please specify skill: _____

Any other way? _____

Please specify : _____