

St Adrian's RC Primary School Parent Teacher Association Mission (Constitution)

Why we're here and what we do

We are a registered charity here to create an inclusive school spirit that enriches our pupil's experience at St Adrian's.

We do this by bringing parents, teachers and the wider school/parish community together through charitable events and online fundraising activities.

The money raised goes to buy resources that would normally exceed the school's budget. Purchases that enhance our pupil's educational wellbeing.

The St Adrian's PTA Committee and Members meet regularly to manage the charity, agree fundraising goals, consult with members and discuss future fundraising plans.

We also invite Members to volunteer through a dedicated online communication tool called PTA Social, promoting a wide range of available tasks and activities to suit all abilities.

Membership

All parents, guardians or carers of any pupil currently attending the school, plus teaching and non-teaching staff currently employed by the school automatically become Members of the PTA.

The PTA Committee comprises of the Chair/Co-Chairs, Secretary, Treasurer and General Members.

General Meetings

All Members are invited to attend any General Meeting of the PTA and will be given 14 days notice of the date, time and location along with an overview of the Agenda.

Notification will be given by email through PTA Social, on the parents Facebook page and in the weekly school bulletin.

Annual General Meeting

An AGM must be held once a year and not later than 15 months from the previous AGM. At an AGM we review last year's accounts and report on the PTA's activities. Committee Members will be elected and hold office until the next AGM.

A General Meeting may also be called for special reasons by any Member of the PTA if changes to this Mission or Committee are to be made.

Committee Meetings

24/06/2019

Closed Committee meetings for the elected Members will be held regularly as required to ensure the smooth running of the PTA.

The Committee

All Members of the Committee are trustees of the charity and have control of the PTA and funds. Nominations for election to the Committee may be made by any Member of the PTA prior to the AGM.

The Committee can be supported to arrange events by Sub-Committees of PTA Members. At least one Committee Member should be in attendance at these events. All Sub-Committee decisions and planning will be shared with the Committee as necessary.

Records and Accounts

The Committee must keep records of General and Committee Meetings and the reports of Sub-Committees. Annual reports and statements of the bank account will be produced by the Treasurer and independently reviewed.

Changes to this Mission Constitution

A new Mission or changes to an existing Mission will be voted and agreed on in an AGM or a General Meeting called for special reasons. All Members of the PTA can be present and vote.