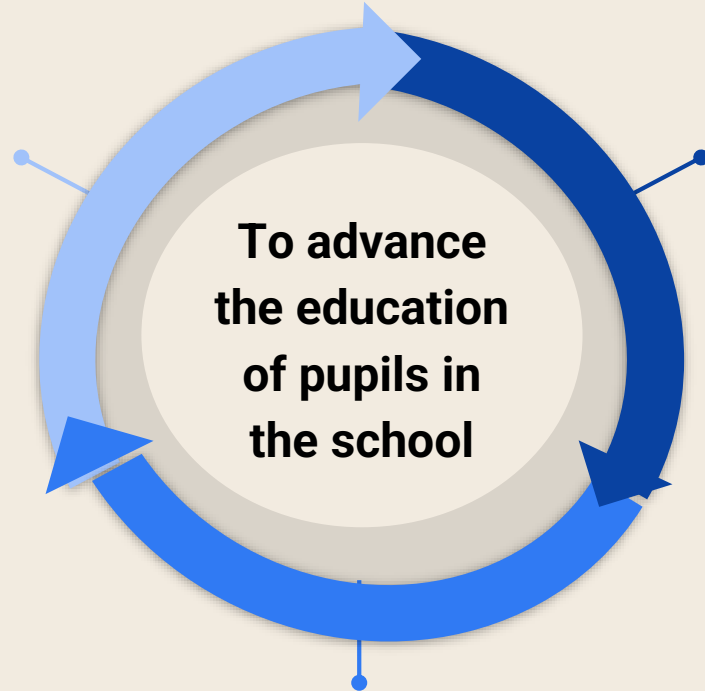




St Bons PTFA - Purpose & Mission

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



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

Considering appropriate fundraising opportunities

Everyone is a Member of the PTFA Association

All children currently attending the school

Pupils

All parents, carers and guardians of students currently attending the school

Parents, Carers, Guardians

All teaching and non teaching staff currently employed by the school

Teachers + Staff

Volunteer Class parent representatives

Class Reps

School Senior Leadership Team

Friends
ParentKind Association
Opportunity for a public member to join (>18yrs)

Elected PTFA Committee

Elected PTFA committee volunteers





PTFA committee =

- St Bona PTFA committee is made up of 13 members of the PTFA association:
 - Chair, Treasurer, Secretary & 10x general positions (linked to individual skills).
- The committee is elected at the AGM and hold their position until the following AGM
- All those on the committee are trustees of the charity and have control of the association, its property and funds.
- The committee has the power to co-opt up to 6 new committee members when there is unexpected vacancy, or specialist skill is required prior to an AGM - those co-opted hold their position until the following AGM
(those co-opted are not required to be members of the PTFA association but if they wish to be elected at the AGM then they must be members of the PTFA association).
- Sub committees - the committee can delegate functions to a sub-committee, at least 1 member of the committee will form part of the sub-committee. All sub-committee proceedings report back into the committee (Disco, Christmas Fayre, Summer Fayre)



Authority of the PTFA committee

To provide advice

To publish or distribute information

To co-operate with other bodies

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

To acquire or hire property of any kind

To make grants or loans of money and to give guarantees

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

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)

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

To employ paid or unpaid agents, staff or advisers

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

To pay the costs of forming **the association**

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

To consult parents on their views

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

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**.

Functioning of the PTFA committee



- **Annual General Meeting (AGM) - held every February or March**
 - 21 days notice given to all members: date, time, location, draft agenda
 - As we have an PTFA elected committee of 13 people we must have at least 26 PTFA members present at the meeting before the AGM can start (this means a mixture of elected committee and members of the association = pupils, parents, guardians, carers, teachers, non teaching staff)
 - This makes the meeting quorate, ensuring it is valid and that decisions can be made legitimately.
 - Every member present is entitled to 1 vote on every issue, should there be a tie in voting the Chair will have a second or casting vote
- **Extraordinary General Meetings (EGM) - can be called for in addition to an AGM by either the elected committee or by members of the association**
 - 10 or more members must write to the committee contact@stbonsptfa.com in order to request a EGM
 - An EGM must determine a date of the EGM within 21 days of the written request and the EGM must take place within 3 months of the written request being received.
- **Committee Meetings - minimum of 3 from September - July**
 - At least 50% of the committee (rounded up to the nearest whole number) must be in attendance in order for the meeting to be quorate, ensuring it is valid and that decisions can be made legitimately
 - Each member of the committee is entitled to 1 vote on every issue, should there be a tie in voting the Chair will have a second or casting vote