



Our Mission Statement:

"At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives."

Constitution of the Parent Teacher Association (PTA) of Stella Maris School (PTA) 2025 - 2026

1. The name of the Association is 'The PTA of Stella Maris School.'

AIMS

2. The aims of the PTA are to:
 - (i) assist the school by providing extra facilities and resources which support the school and advance its educational aims (not normally provided by the budget of the school), and make provision for treats for the children in the form of school trips and other extra-curricular activities.
 - (ii) promote effective relationships and communication between the staff, parents and others associated with the school
 - (iii) to organise fundraising activities, including social functions, to facilitate (i) and (ii).
3. The property and funds of the association must only be used to fulfil the aims.
4. The Funds raised by the PTA shall be allocated according to decisions taken by the Executive Committee in conjunction with the Headteacher and school staff.

POWERS

5. The powers of the PTA are:
 - (i) to publish or distribute information
 - (ii) to co-operate with other bodies
 - (iii) to raise funds
 - (iv) to acquire or hire property
 - (v) to set aside funds for special purposes or as reserves against future expenses
 - (vi) to take out public liability and personal accident insurance to cover association meetings, activities, committee members, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association where required
 - (vii) to obtain and pay for goods and services as are necessary for carrying out the aims of the Association.
 - (viii) to consult parents on their views
 - (ix) to open and operate bank accounts on behalf of the Association as the committee members consider necessary.
 - (x) to do anything else within the law that promotes the Aims but shall not undertake any activity on the school premises without the consent of the headteacher.

MEMBERSHIP

6. The PTA is open to all parents (guardians and carers) of pupils currently attending the school and all teaching staff.
7. The management and control of the PTA shall be vested in an Executive Committee, which shall consist of at least the following offices:
 - a) Chair
 - b) Treasurer (Parent)
 - c) Secretary or Vice Chair

Additional committee members from the current parent body may be elected whether as officers or as ordinary committee members, dependant on membership numbers, but shall not exceed a total of eight.

The maximum number of teachers who may be appointed to the Executive Committee, whether as officers or as ordinary committee members shall be two, including the Headteacher.

8. All officers of the PTA and committee members (except the teachers) shall be elected at the AGM and are to serve for one year, and they shall be eligible for re-election at the next A.G.M, providing they have a child at the school at all times.

9. Nominations for election to the committee may be made by any member of the association, including members nominating themselves, at any time until the election process has been completed. The nominee must consent and may be appointed by a majority vote of those present.
10. Parent Executive Committee members may resign at any time on giving 14 days' notice to the Chair. The vacancy may be filled by co-option (non-voting) by the Executive Committee for the remaining term of office.
11. Anyone automatically ceases to be a member of the PTA when they no longer have a child attending the school.
12. A retiring committee member is entitled to an indemnity from the continuing committee members at the expense of the association, in respect of any liabilities properly incurred when he or she held office.

MEETINGS/VOTING

13. All members are entitled to attend any General Meeting of the PTA.
14. There will be at least one General Meeting per year, the timing to be at the discretion of the Executive Committee. Consideration shall be given to allowing remote attendance whenever that is a practical option as well as, or instead of, personal attendance.
15. All General Meetings are called by giving 14 days' notice of the date, place and time of the meeting to the members, together with an overview of the agenda.
16. There is a quorum at a General Meeting when the total number of members present (including committee members) is at least twice the number of committee members in office at the start of the meeting (e.g. if there are 3 committee members, a minimum of 6 people will be needed for an effective vote to take place).
17. **Except where otherwise provided in this Constitution, every issue at a General Meeting, the AGM or and EGM is decided by a simple majority of votes cast by the members at the meeting.**
18. Except for the Chair of the meeting, who has a second or casting vote where a vote is tied, every member present is entitled to one vote on every issue.

THE ANNUAL GENERAL MEETING

19. The Annual General Meeting (A.G.M) of the PTA shall be held as early as practicable in the first half of the Autumn term of each year, and the Headteacher and members of the Board of Trustees shall be invited to attend.

20. The Secretary shall give not less than 14 days written notice of the Annual General Meeting to all members. Consideration shall be given to allowing remote attendance whenever that is a practical option as well as, or instead of, personal attendance.
21. At an AGM the members shall
 - (i) receive the accounts of the association for the previous financial year
 - (ii) receive the report of the committee members on the Associations activities since the previous AGM
 - (iii) elect the Committee Members
 - (iv) discuss and determine any issues of policy, identify fundraising aims, targets and methods for the year or deal with any other business put before them.

EXTRAORDINARY GENERAL MEETING

22. A General Meeting may also be called for special or extraordinary reasons (called an EGM).
23. In addition to being called by committee members an EGM can be called by members of the association generally. This requires a request in writing to the committee from 8 or more members. As a result, the committee must call an EGM within 21 days of the written request being received. The EGM must happen within 3 months of the written request (this time frame is to allow for school holidays if relevant)

EXECUTIVE COMMITTEE MEETINGS

24. Executive Committee meetings shall be held at least once each term.
25. A quorum at a committee meeting is 50% rounded up to the nearest whole number, of the total number of committee members (save where there are only 2 committee members in which case attendance must be 100%).
26. Every decision may be made by a **simple majority** of the votes cast. Except for the Chair who has a casting vote, every committee member has one vote on each issue.

POWERS OF THE COMMITTEE

27. to help it run the association are:
 - (i) to delegate any of the functions of the committee to sub-committees, which will consist of two or more members appointed by the committee, of whom at least one must be a committee member. The sub-committee will report to the main committee.
 - (ii) to make rules, to govern proceedings at General Meetings and generally about the running of the association and the management of funds.

AMENDMENTS TO CONSTITUTION

28. Any proposal to amend this Constitution must be made in writing to the secretary not later than 15th July of any year prior to the Annual General Meeting, or not less than 21 days prior to any Extraordinary General Meeting.
29. The Constitution may be amended at a General Meeting of the Association by a **two-thirds** majority of the votes cast.
30. Members must be given at least 14 days' notice of the proposed amendment.

FINANCIAL MATTERS

31. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly examined, at the A.G.M.
32. The banking account shall be in the name of the PTA and withdrawals shall be made in the name of the PTA on the signature of any two of the following:
 - a) Chair
 - b) Vice-Chair
 - c) Member of the Executive Committee
33. The financial year shall run from 1st August to 31st July.
34. An Independent Examiner, not being a member of the committee, shall be appointed to examine the accounts and books of the PTA on an annual basis. The PTA shall take out Public Liability Insurance to cover all its meetings and activities.

RECORDS OF PTA BUSINESS

35. The Committee shall keep an appropriate record of (i) proceedings at a General Meeting and (ii) all reports of sub-committees.
36. Annual reports and statements of account shall be made available for inspection by any member of the association.

DISSOLUTION OF THE PTA

37. The association may be dissolved by a resolution presented at an AGM or EGM, if included in the notice of the meeting.
38. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of the assets remaining after paying the outstanding debts and liabilities of the association.

39. Any assets remaining on dissolution of the PTA after satisfying any outstanding debts and liabilities, shall not be distributed amongst the members of the association, but will be given to the school for the benefit of the pupils. In the event of the school closing any remaining funds shall be distributed as selected by the committee.
40. Any matter not provided for in the constitution shall be dealt with by the Executive Committee, whose decision shall be deemed final or until varied by a future General Meeting (either AGM or EGM).

CONDUCT OF PTA MEMBERS

41. The PTA shall be non-political.
42. All members of the Executive Committee and the PTA must follow the agreed Code of Conduct as laid down by the school and be subject to Safeguarding training and DBS checks where it is deemed to be appropriate, as directed by the Safeguarding Designated Lead.
43. Members of the PTA must be impartial and objective. Aims and decisions should be directed at the best interests of the school community, not in pursuit of any personal agenda.
44. No special privileges shall be afforded to classes/year groups because any children in those classes have parents who are members of the PTA. Fairness must be at the heart of all matters and decisions taken. Respect must be given to all members of the committee, regardless of position held.
45. The Headteacher has the ultimate decision on all educational matters.
46. In the event that any member of the PTA (Executive Committee member or ordinary member) has a concern of a serious nature relating to conduct, dispute or other issue within the PTA, which cannot be resolved by the normal consultation and voting processes, then they can refer the matter to the Chair of the Trustees for their independent consideration of the same.
47. All correspondence should be addressed to the Secretary or Treasurer as appropriate, for the attention of the Executive Committee at its next meeting.

Updated: Sept. 2025
Review Date: Sept. 2026