



Parent-Teacher Friends Association (PTFA) Constitution

1. Aims

The Linden Primary School PTFA aims to:

- a) To promote close co-operation and communication between parents and teachers
- b) To study and discuss matters of mutual interest relating to the education and welfare of all the pupils attending Linden Primary School
- c) To engage in activities which support and advance the education of pupils attending Linden Primary School

2. Power of the Association

The Linden Primary School PTFA shall have the power to do anything considered by them to be in furtherance of the PTFA aims with agreement with the Headteacher, Mr Taylor. But the PTFA must also remember that they are there to represent the views of all the parents/carers of Linden Primary School pupils.

3. Limitation of the purposes of the Association

Nothing in these rules shall permit the Association, or any of its Committees to interfere in the administration or management of the school.

4. Membership

The PTFA has no set size in order to give the maximum flexibility to all the parents/carers of pupils attending Linden Primary School. Membership of Linden Primary School consists of any parent/carer of children in current attendance of Linden Primary School and any school staff as selected/required by the PTFA.

5. Annual General Meetings (AGMs)

The Annual General Meeting (AGM) shall be held at a suitable location within Linden Primary School at the start of December each year. The notice calling the meeting shall be sent to the PTFA at least two weeks in advance, ideally before the half-term.

The business of the PTFA AGM shall include:

- a) The work of the PTFA during the past year



- b) Approval of the accounts and monies spent during the past year
- c) Appointment of an individual who will review the annual accounts
- d) Any resolutions submitted by the members of the PTFA
- e) Election of members to serve on the PTFA committee

At all AGMs, voting shall be based on one vote per parent/carer/PTFA Committee member present at that meeting where a minimum quorum of five PTFA members are required to pass any changes.

The PTFA Committee or five PTFA members shall have power to call an Extraordinary General Meeting (EGM) if required at any point during the school year.

6. PTFA Committee

The Linden Primary School PTFA Committee shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election at the AGM for as long as they wish to hold their position and have a pupil based at Linden Primary School.

The Linden Primary School PTFA Committee consists of:

a) President – The headteacher.

b) Chairperson (Ideally two people to co-chair together):

Responsible for running the PTFA and ensuring the members follow the PTFA aims as detailed above

c) Secretary:

Responsible for recording the PTFA activities including accurate minutes of all meetings which will be available for all on the PTFA website and other electronic means

d) Treasurer:

Responsible for keeping the accounts and recording all PTFA financial transactions and fund raising

e) And such other positions as may be required e.g. a nominated teacher



representative.

The Linden Primary School PTFA Committee will be elected by the PTFA members at the first meeting after the AGM.

The PTFA Committee may co-opt school staff and external contractors which have been agreed by the PTFA members in order to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term if required.

Each member of the PTFA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson(s) shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

A member of the PTFA Committee failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTFA. Any PTFA member failing to follow the aims/objectives of the PTFA or brings the organisation into disrepute will also be asked to retire from the PTFA once their actions have been discussed at a PTFA meeting.

7. PTFA meetings

PTFA meetings shall be held as required. Prior notice should be given at least one week in advance through the Arbor App messaging service. Details of the meeting's agenda will be provided by the schools' website. At all PTFA meetings, at least two of the PTFA Committee and at least a total of three PTFA members should be present in order to form a quorum. All PTFA meetings shall be open and any parent/carer with a pupil at Linden Primary School may attend.

8. Electronic Communication

In order to be compliant with child safety and welfare, as well as GDPR, the PTFA shall use Arbor in order to communicate with as many parents/careers at the school as possible. As the PTFA are not allowed to contact each parent directly, the PTFA will communicate using a range of different media including the school's PTFA webpage and Arbor in app messaging.



9. Finance

The main funds of the PTFA shall be lodged in a bank, building society or other account in the name of the PTFA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTFA Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTFA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the PTFA members.

The PTFA shall be responsible for ensuring that all property/money received by/for the members/PTFA Committee shall be applied for the aims of the PTFA e.g. for supporting and advancing the education of the Linden Primary School pupils. A summary of monies raised and spent will be shown on the PTFA website.

10. Changes to the PTFA Constitution

Changes or additions to the PTFA Constitution must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

11. Dissolution


If the PTFA ceases to exist, the current PTFA Chairperson will notify the PTFA of its dissolution. Any remaining funds should be distributed for the benefit of the pupils at Linden Primary School and/or Local Authority as necessary.

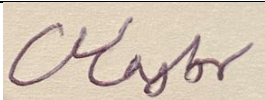


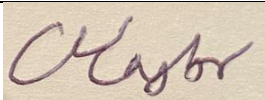
12. Document History

Version 1.1: December 2024

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Chris Taylor		6.11.23

Reviewed by:	Signature:	Date:
Chris Taylor		4.12.24

Approved by:	Signature:	Date:
Chris Taylor		22.1.26

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