



Hollymount School PTA

Charity No: 290402

CONSTITUTION SUMMARY

This Constitution Summary is based on the Constitution adopted from PTA.ORG.UK, the full version of which can be found on the school website.

The Association's name in full is **Hollymount School Parent/Teacher Association (Hollymount PTA)** and shall have its headquarters at Hollymount School, Cambridge Road, West Wimbledon, London, SW20 0SQ.

OBJECTIVE

The objective of Hollymount PTA is to advance the education of pupils in the school by:

- Developing effective relationships among the staff, parents and others associated with Hollymount school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

POWERS OF THE COMMITTEE

The committee members/trustees have the following powers, which may be exercised only in promoting the charity's objective:

- To provide advice
- To publish or distribute information
- To raise funds (but not by means of permanent trading)
- To take out PI/PL insurance
- 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
- The committee SHALL NOT undertake any activity in the school premises without the consent of the Head Teacher.

MEMBERSHIP

All parents, guardians or carers of any pupil currently attending the school and teaching staff currently employed by the school are members of Hollymount PTA.

AGM (Annual General Meeting) and other Hollymount PTA 'open' meetings

- AGM to be held once a year, in the Spring term (probably February/March)
- Present the accounts of Hollymount PTA for the previous financial year
- Present the report of the committee members on Hollymount PTA's activities since the previous AGM
- Elect committee members/trustees, that shall hold office until the next AGM
Note: At Hollymount PTA, we will elect the committee members on a 2-year term basis, with no more than 2 posts changing per year (for continuity)
- Formal 'open' PTA meetings to be held once a term. Spring term will incorporate the AGM.

DECISION MAKING

- Every issue at an AGM will be decided by a simple majority of the votes cast by the members present at the meeting. All attendees have one vote, except for the Chair who has the casting vote.



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COMMITTEE MEMBERS

- Hollymount PTA Committee is comprised of Chair, Vice Chair, Treasurer and Secretary.
(NB: The minimum number of committee members/trustees is 2 (Chair & Treasurer). For best practice, it is recommended to have at least 3 committee members (Chair, Treasurer and Secretary))
- Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM.
Note: At Hollymount PTA, we will elect the committee members on a 2-year term basis, with no more than 2 posts changing per year (for continuity)
- All committee members, except those who are co-opted, must be members of the association
- Committee members shall have the power to co-opt committee members at any time, and co-opted committee members shall serve until the date of the next AGM
- The number of co-opted committee members must not be more than 50% of the total number of committee members

SUB-COMMITTEES

Hollymount PTA Committee has the power 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's proceedings must be promptly reported to the main committee.

PROPERTY & FUNDS

- The property and funds of Hollymount PTA must only be used to fulfil the objectives of Hollymount PTA.

RECORDS & ACCOUNTS

- The committee must comply with the requirements of The Charities Act 2011 or any substantial re-enactment as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:
 1. annual reports
 2. annual returns
 3. annual statements of accounts
- The committee must keep proper records of:
 1. all proceedings at General Meetings
 2. all proceedings at committee meetings
 3. all reports of sub-committees
- The committee must notify the Charity Commission promptly of any changes to Hollymount PTA's entry on the Register of Charities.
- Hollymount PTA is to keep its records on HollymountPTA@gmail.com.

AMENDMENTS

This Constitution may be amended at an AGM by a two-thirds majority of the votes cast but:

- The members must be given 21 clear days' notice of the proposed amendments
- No amendment is valid if it would make a fundamental change to the charitable purpose of Hollymount PTA
- A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.