CONSTITUTION OF THE PARENT, TEACHER, AND FRIENDS ASSOCIATION (PTFA) FOR CHRISTOPHER PICKERING PRIMARY SCHOOL

1. NAME

The name of the Association is the ***Christopher Pickering PTFA also known as Team CP*** (hereinafter referred to as "the Association").

2. OBJECTS

The object of the Association is to advance the education of pupils in the school and enrich their experiences in particular by:

- Developing effective relationships between the staff, parents, and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils as well as enriching their experience of school.

3. POWERS

To further these objects, the Committee may exercise the power to raise funds, invite and receive contributions, buy or hire equipment, and cooperate with other charities or local authorities in partnership with the school leadership.

4. MEMBERSHIP

Membership of the Association shall automatically be open to:

- All parents, guardians, or carers of any pupil currently attending the school.
- All teaching and non-teaching staff currently employed at the school.
- Any 'Friends' of the school—other persons who demonstrate a committed interest in the school and whose membership is approved by the Committee.

5. THE COMMITTEE

The Association shall be managed by a Committee of Officers elected annually at the Annual General Meeting (AGM).

- The Committee shall consist of at least three core Officers: a **Chair**, a **Treasurer**, and a **Secretary**, alongside general committee members.
- The Committee may co-opt additional members as required during the school year.
- A representative of the school's leadership team shall be an ex-officio member of the Committee.

6. GENERAL MEETINGS (AGM & EGM)

- The Annual General Meeting (AGM) of the Association shall be held once every calendar year.
- At least **21 days' notice** of the AGM shall be given to all members of the Association.
- The business of the AGM shall include receiving the annual report and financial accounts, electing the new Committee Officers, and discussing any other notified business.
- A Special or Extraordinary General Meeting (EGM) may be called at any time by the Committee or upon written request by a specified number of members.
- Committee meetings will take place at least once per term, with the date to be given at least 21 days in advance.

7. FINANCE AND ACCOUNTS

- All funds raised by or on behalf of the Association shall be used exclusively to further the objects of the Association.
- An Association bank account shall be maintained in the name of the Association.
- All financial cheques, withdrawals, or online transfers must require approval or signatures from at least two designated Committee Officers.
- Kept accounts must be reviewed or audited annually before presentation at the AGM.

8. ALTERATIONS TO THE CONSTITUTION

This Constitution may be amended or altered only at an AGM or EGM by a two-thirds majority vote of the members present, provided that proper notice of the proposed changes has been circulated alongside the meeting notice.

9. DISSOLUTION

If the members resolve to dissolve the Association, any remaining assets or funds after the satisfaction of all proper debts and liabilities shall not be paid to members, but shall be transferred directly to the school for the educational benefit of its pupils.

Adopted on this date: Wednesday 3rd November 2026

Signed (Chair): H Smith

Signed (Headteacher):