



# ***Greenholm Primary School***

## ***Parents Association : Constitution***

### **1. The Name**

- 1.1 The name of the Association shall be the Greenholm's School Parents Association hereafter referred to as the PA.

### **2. The Aims of The PA**

- 2.1 To assist in furthering the objectives of the school.
- 2.2 To develop co-operation and understanding between Parents and the School.
- 2.3 To give Parents an opportunity to help the School through fundraising opportunities.
- 2.4 To enable parents to meet each other on social occasions.

### **3. Membership**

- 3.1 Memberships of the PA shall be open to parents and guardians of Greenholm School.
- 3.2 Memberships shall also be open to members of staff and their partners, all of whom shall be ex-officio members.
- 3.3 Associate membership of the PA can be granted by the officers of Executive Committee on a case by case basis and shall be limited to Parents of pupils who have left the school, pupils who have left the school and former members of staff.

### **4. Executive Committee**

- 4.1 The business of the PA shall be carried out by an Executive Committee, hereafter called the Committee.
- 4.2 The Committee of the PA must ensure all areas of the School are adequately represented and must include the Headteacher and Treasurer.



- 4.3 Members of the Committee shall be elected annually at the AGM.
- 4.4 In the event of a member of the Committee resigning, the Committee may co-opt a parent/guardian to the vacancy until the next AGM.
- 4.5 At its first meeting the Committee shall elect, for a term of one year, Officers of the PA, namely a Chairperson, Vice Chairperson, Secretary and Treasurer from amongst its members. A simple majority will determine the outcome of the election for those posts. In the event of a tie, the matter shall be decided by the drawing of lots. The Officers must be re-elected by the members of the Committee each year. If for any reason an officer is unable or unwilling to continue to act the Committee shall elect a replacement from amongst its members at the next available opportunity.
- 4.6 Committee meetings shall be chaired by the chairperson or by the vice-chairperson in the absence of the chairperson. If neither is in attendance the members present shall elect a chair for the meeting.
- 4.7 The Secretary shall record the minutes of the meeting for approval at the next meeting.
- 4.8 The Committee shall hold at least one meeting each term.
- 4.9 For Decision making purpose, a majority the committee need to agree and this must include the Headteacher.
- 4.10 The Committee may, at its discretion, set up any sub-committee it deems necessary for specific purposes.

## **5. Annual General Meeting**

- 5.1 The Annual General Meeting will be held in January each year.

## **6. Finances**

- 6.1 To assist in furthering the objectives of the school.
- 6.2 To develop co-operation and understanding between Parents and the School.
- 6.3 A copy of the annual financial accounts shall be forwarded to the Schools Chair of Governor in January.
- 6.4 Cheques drawn on the PA account shall be signed by two signatories. Authorised signatories shall be the Head teacher, Deputy Headteacher and Treasurer.



6.5 In the event of the dissolution of the Association, all its assets shall pass to Greenholm School.

This supersedes any previous constitutions.

Date.....03.05.2019.....