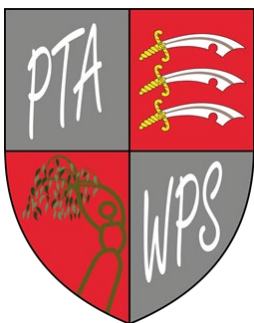


# WILLOWBROOK PTFA CONSTITUTION – FEBRUARY 2024

Registered Charity: 1046576

Aims, purpose and management of the Association



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# CONSTITUTION

**Association Name:** Willowbrook Primary School Parent Teacher and Friends Association  
(Willowbrook Primary School PTFA)  
**School Name:** Willowbrook Primary School  
**School Address:** Rosen Crescent, Hutton, Brentwood, Essex, CM13 2TU  
**Contact:** [pta@willowbrook.essex.sch.uk](mailto:pta@willowbrook.essex.sch.uk)  
**Registered Charity Number:** 1046576

## 1. Title

The Association shall be known as the Willowbrook Primary School Parent Teacher and Friends Association (often simply referred to as Willowbrook Primary School PTFA)

## 2. Aims

The aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority). This includes: -

- a) promoting close co-operation and communication between parents and school
- b) studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c) engaging in activities which support and advance the education of the pupils attending the school, including fundraising and after school activities.
- d) considering applications for funds put to the PTFA from parents, teachers, Pupil Council groups and granting funds to support such applications where the request is passed by a majority of the General Committee.

## 3. Membership

The Members of the Association shall comprise all parents, guardians, family of children attending the school and all teachers employed at the school.

With the newly formed Parent Council it has been decided that the PTFA continues to operate as a separately constituted organisation.

## 4. Powers of the Association

The Association shall have the power to do anything considered by the General Committee to be in furtherance of the aims. This includes the power: -

- a) to raise funds and invite and receive contributions in furtherance of the aims of the Association.
- b) to purchase, retain and sell any assets of any description.
- c) to pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.



- d) to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers.
- e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association.
- f) to establish and operate both current accounts and deposit accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee.

## 5. Office Bearers

The Office Bearers of the Association shall consist of:

- a) The Head Teacher of the School
- b) Chairperson
- c) Co-Chairperson
- d) Secretary
- e) Treasurer
- f) Co-Treasurer

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the first meeting after the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate minutes of all meetings and distributing these to the Committee members. Copies should be made available to the Parents/Carers and to any member of the Association who requests them.

## 6. General Committee

The business of the Association shall be managed by a Committee of no more than 25 members, consisting of 21 parents, 3 teachers and the Head Teacher.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Committee members shall be elected at the AGM and shall hold office until the next AGM.

Where a member of the Committee fails to attend regular meetings and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.



Meetings of the General Committee shall be held as required during term time. At all meetings of the Committee a third of General Committee Members, at least two of whom are Office Bearers, shall form a quorum.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have the deciding vote which shall be used only in the event of a tie.

## **7. Annual General Meeting**

The Annual General Meeting (AGM) shall be held once a year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include: -

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) receipt of reports of the Office Bearers
- d) election of members to serve on the Committee
- e) discussion of motions received.

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings, the quorum shall consist of no less than 4 members of the Association.

The General Committee or a minimum of 25 members, on submission of a formal written request, shall have the power to call an Extraordinary General Meeting (EGM).

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

## **8. Finance**

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of August, therefore running from 1 September to 31 August in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.



## 9. Alterations to the Constitution

Changes or additions 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

## 10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the Chair of the Association. Any remaining funds should be distributed for the benefit of the children at the school.

### ***Record of changes to Constitution:***

1. 20/03/2021 - Change from PTA to Parent, Teacher and Friends Association (Ratified at AGM dated 25<sup>th</sup> November 2020)
2. 27/04/2022 – Change of end of PTA financial year from July to August
3. 27/04/2022 – Removing reference to Willowbrook Giving Fund following consultation with committee and Willowbrook Primary School
4. 03/03/2023 – Change to financial year dates to 1 September to 31 August of each year
5. 03/03/2023 – To remove named persons and only state job titles.
6. 03/03/23 – to change AGM date within constitution to read once a year.
7. 28/02/2025 – removed 'appointment of an independent examiner of accounts'.

Version dated: 28<sup>th</sup> February 2025

