



**CONSTITUTION OF
ST ANDREW'S COLLEGE
PARENT TEACHER ASSOCIATION (PTA)**

PTA (Parent Teacher Association) Constitution Agreed at the EGM April 2024

Article 1: Name

The Association shall be called 'St Andrew's College Parent Teacher Association.'

Article 2: Aims

- 2.1 To act as a forum for the exchange of information and discussion of topics raised by parents/legal guardians and teachers including, but not limited to:
- Exploring and bringing ideas, activities, and proposals for new experiences for the pupils to the Principal and or Deputy Principal for consideration;
 - Provision of feedback for the school;
 - Enhance communications pathways;
 - Supporting the Principal and the Deputy Principal in their roles.
- 2.2 To assist and support the philosophy, mission and learner profile of St Andrew's College ('the College') as set out in the guiding statements for the benefit of the whole School Community.
- 2.3 To promote good relations between parents/legal guardians, teachers, pupils, alumni, and the College leadership team.
- 2.4 To consider matters of educational interest and general wellbeing.
- 2.5 To inform and consult parents/legal guardians where appropriate about the Association's plans and activities.
- 2.6 To support or lead fundraising activities related to the College where appropriate.
- 2.7 To provide opportunities to parents/legal guardians for positive engagement with the College through a range of activities as determined committee.

The Association will remain independent but may affiliate to other bodies and associations (with prior consent of the Board of Management) where such affiliation will be deemed by the Committee to be of benefit to the Association.

Article 3: Membership

Membership of the Association, with full voting rights, shall be open to all parents/legal guardians of pupils attending the College, and to all members of the teaching staff.

Article 4: President

The Principal of the College shall be the President of the Association.

Article 5: Subscriptions / Financial Year

5.1 An annual subscription shall be payable in September each year by the parents/legal guardians of each family of students. The amount of the subscription shall be left to the discretion of the Committee and be subject to the approval of the President of the Association. No subscription shall be payable by members of the teaching staff.

5.2 The fiscal year of the Association shall end on the 30th of April each year.

Article 6: Management Committee

6.1 A Management Committee of the Association ('the Committee') shall be elected and ratified annually at the AGM (Annual General Meeting).

- New members shall be elected annually at the AGM.
- Existing members shall be ratified annually at the AGM for a maximum term of three years.
- A member's term will cease once they have no children remaining in the College.

6.2a The Committee shall consist of the following elected members:

- Nine parents/legal guardians, three of whom shall represent the Junior School, and six of whom shall represent the Senior School, who shall be elected by the parents/legal guardians;
- Three teachers, one from the Junior School and two from the Senior School, who shall be elected by the staff.

6.2b The Committee shall include the:

- Principal of the College, the Principal of the Junior School and one Deputy Principal from both the Junior and the Senior School, all of whom shall be ex-officio members of the Committee.

- 6.3 No more than one parent/legal guardian from the same family may stand for election to the Committee in the same year.
- 6.4 No member of the Committee may serve for more than three consecutive years.
- 6.5 Co-opting members to the Association
- The Committee may co-opt up to eight additional members where required.
 - Vacancies occurring on the Committee between AGM's may be filled by the Committee by co-opting members of the appropriate category (Parent/Legal Guardian or Teacher).
- 6.6 The Committee may, on occasion, establish sub-committees to deal with specific tasks or topics within the remit of the Association. The members of such sub-committees shall be appointed by the Committee and will report to it. The membership of such sub-committees may include persons who are not members of the elected committee.

Article 7: Meetings

- 7.1 The AGM of the Association, of which at least fourteen days' notice shall be given in writing to all parents/legal guardians, and members of staff, shall be held in the month of May. Twenty members shall form a quorum for these meetings.
- 7.2 Committee meetings shall be held at least twice in each term. Seven members of the Committee, at least three of whom must be parents/legal guardians and two teachers, shall form a quorum.
- 7.3 The Committee shall hold its first meeting as soon as possible after the AGM, at which it shall elect one of its members as Chair and shall also elect an Honorary Secretary and an Honorary Treasurer. In addition to these positions, the Committee shall assign special responsibility for liaising with specific years in the Junior and Senior Schools to individual members of the Committee.
- 7.4 Minutes of the meetings of the Committee shall be available for inspection in the College by any parent/legal guardian, or member of staff as soon as practicable after such meetings.

Article 8: The Association and the Board of Management

- 8.1 The Association should be consulted on the mechanism to be employed when nominating and electing parents/legal guardians to the Board of Management.
- 8.2 Only parents/legal guardians of children currently in the Senior School are eligible to be nominated and elected to the Board of Management.

8.3 Only parents/legal guardians of children currently in the Senior School are eligible to vote for nominees to the Board of Management.

8.4 The Secretary to the Board of Management should initiate the process of nomination and election.

Article 9: Special General Meetings

Special General Meetings of the Association may be summoned by the Committee, either upon a decision of the Committee, or upon the written request of not fewer than twelve members (of whom no two may be spouses/partners) addressed to the Honorary Secretary and stating the purpose of the proposed meeting.

Article 10: The Chair

At all meetings of the Association, the Chair of the Association shall preside, failing which the meeting may appoint any other member of the Association as Chair.

Article 11: Voting

Except in the case of proposals for the alteration of the Rules of the Association, every proposal at General Meetings of the Association shall be decided by a simple majority of those present and eligible to vote. In the event of a vote being required on a proposal at meetings of the Committee, a two thirds majority of those present shall be required.

Article 12: Alterations to the Constitution

12.1 Proposals for the alteration of the Rules shall be made at an AGM, or at a properly constituted Special General Meeting. Notice of such proposals must be sent in writing to the Honorary Secretary of the Association at least 45 calendar days before the date of such meeting.


12.2 No alteration of the Rules may be made except by a majority of two thirds of those present and entitled to vote.

Article 13: Dissolution

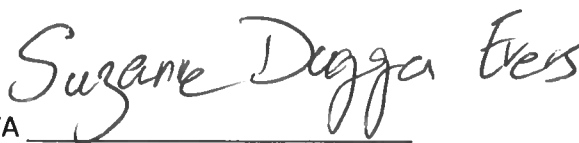
The Association may be dissolved by a Special General Meeting duly convened for the purpose, provided that a Resolution to dissolve the Association shall have been carried by a majority of four-fifths of the votes recorded at such Special General Meeting. Any surplus funds which may be in hand at the time of the dissolution shall be handed over to the St Andrew's Trust Fund.

Signed:

Principal



Chair of PTA



Date:

18 April 2024

Date:

18 April 2024