PTFA Constitution

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

FRIENDS ASSOCIATION OF MUNDESLEY INFANT AND JUNIOR SCHOOL (PTFA)

CONSTITUTION 2026

1. ASSOCIATION DETAILS

1.1 Name
The name of the Association shall be the Friends Association of Mundesley Infant and Junior School (PTFA).

1.2 Address
Mundesley Infant and Junior School
Trunch Road
Mundesley
Norfolk
NR11 8LE

1.3 Type of Association
Parent Teacher and Friends Association (PTFA)

1.4 Committee
The minimum number of elected committee members shall be three:

- Chair
- Secretary
- Treasurer

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2. OBJECTS

The object of the Association is to advance the education of pupils attending Mundesley Infant and Junior School by:

2.1
Developing effective relationships between staff, parents, carers, pupils and the wider community.

2.2
Engaging in activities and providing facilities, equipment and opportunities which support the school and advance the education and wellbeing of pupils.

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3. POWERS

The Committee may:

- Provide advice.
- Publish and distribute information.
- Work with other organisations.
- Raise funds.
- Acquire or hire property.
- Make grants or donations.
- Set aside reserves.
- Invest funds lawfully.
- Obtain insurance.
- Employ advisers, agents or staff.
- Enter into contracts.
- Purchase goods and services.
- Open and operate bank accounts.
- Do anything lawful which furthers the objects of the Association.

3.17 School Approval

The Association shall work in partnership with Mundesley Infant and Junior School and the AIM Federation.

All fundraising activities, events, purchases, projects, grant applications, contracts, initiatives, financial commitments and expenditure undertaken in the name of the Association must receive prior approval from the Head of School, Executive Headteacher or their nominated representative before being organised, advertised, committed to or delivered.

The school reserves the right to refuse, amend, postpone or cancel any proposed activity where it is considered inconsistent with:

- Safeguarding requirements.
- School policies and procedures.
- Health and safety requirements.
- Insurance arrangements.
- Operational requirements of the school.
- Financial considerations.
- Reputational considerations.
- The strategic aims and values of the school or AIM Federation.

The Committee shall comply with any reasonable direction given by the school in relation to PTFA activities, use of school premises, communications, branding, fundraising activities or expenditure.

No event, activity, purchase, fundraising initiative or financial commitment shall be undertaken in the name of the Association without prior approval of the school.

3.18 School Partnership

The Association exists to support Mundesley Infant and Junior School and shall work collaboratively with the school at all times.

Whilst retaining responsibility for its own governance and finances, the Association shall have due regard to the advice and recommendations of the Head of School, Executive Headteacher and Governing Body when determining its activities, priorities and use of funds.
Any significant fundraising objective, project or donation shall be agreed jointly between the Committee and the school.

3.19 School Premises
No PTFA activity shall take place on school premises without prior approval from the school.

3.20 Event Planning Timescales
To allow sufficient time for safeguarding, operational planning, risk assessments, staffing, communications and approval processes, proposals for PTFA events should normally be submitted to the Head of School at least **six school weeks** before the proposed event date. The school may refuse to approve events submitted with insufficient notice where adequate planning cannot be completed safely or effectively.

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4. MEMBERSHIP

Membership shall be open to:
- Parents, carers and guardians of pupils attending the school.
- Current teaching and support staff.
- Members of the local community aged 18 or over who support the aims of the Association.

4.1 Safeguarding
The welfare of children is paramount in all Association activities.
All members and volunteers must:
- Comply with school safeguarding and child protection procedures.
- Follow school policies.
- Maintain confidentiality.
- Conduct themselves in a manner consistent with the values of the school and AIM Federation.

4.2 DBS Requirements
Committee members and volunteers undertaking activities identified by the school as requiring vetting must hold a satisfactory Enhanced DBS check.
The school reserves the right to determine suitability for any PTFA role.

4.3 Membership Termination
Membership shall cease if:
- The member dies.
- The member resigns in writing.
- The Committee determines that the member's behaviour brings the Association or school into disrepute or presents a safeguarding, conduct or reputational concern.

The individual shall be given 14 days to respond before any decision is finalised.

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5. GENERAL MEETINGS

5.1 Annual General Meeting
An AGM shall be held annually.

5.2 Notice
At least 21 clear days' notice shall be given.

5.3 Quorum
The quorum shall be twice the number of committee members in office.

5.4 Voting
Each member shall have one vote.
The Chair shall have a casting vote where required.

5.5 AGM Business
The AGM shall:

- Receive annual accounts.
- Receive the Chair's report.
- Elect committee members.
- Appoint an independent examiner if required.
- Consider constitutional amendments.
- Conduct any other business.

5.6 Extraordinary General Meetings
An EGM may be called by:

- The Committee; or
- Ten members submitting a written request.

The Committee must issue notice of the EGM within 21 days and hold the meeting within three months of the request.

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6. THE COMMITTEE

The Committee shall consist of:

- Chair
- Vice Chair (optional)
- Secretary
- Treasurer
- Additional elected members

6.1 Trustees
All committee members are charity trustees.

6.2 Elections
Committee members shall be elected annually at the AGM.

6.3 Co-opted Members
The Committee may co-opt additional members where specialist skills, experience or support are required.

The number of co-opted members shall not exceed 50% of elected committee members.

6.4 Active Participation
Committee members are expected to:
- Attend meetings where reasonably possible.
- Support fundraising activities and events.
- Assist with planning and organisation.
- Contribute positively to the work of the Association.

6.5 Review of Membership
Where a committee member demonstrates little or no participation over a sustained period, the Committee may review their position and remove them by majority vote following consultation.

6.6 Attendance
Committee members absent from three consecutive meetings without reasonable explanation may be removed from office.

6.7 Interim Appointments
The Committee may appoint interim officers between AGMs.

6.8 Committee Officer Roles

Chair
The Chair shall:
- Chair meetings.
- Represent the Association.
- Liaise with the school.
- Present an annual report at the AGM.

Secretary
The Secretary shall:
- Arrange meetings.
- Record and distribute minutes.
- Manage correspondence.
- Maintain records.
- Issue notices.

Treasurer
The Treasurer shall:
- Maintain financial records.
- Manage bank accounts.
- Monitor income and expenditure.
- Present financial reports.
- Present annual accounts at the AGM.

6.9 Reimbursement of Expenses
Committee members and authorised volunteers may claim reasonable out-of-pocket expenses incurred whilst carrying out approved Association business. This must be agreed in advance and claims will only be approved with prior approval.

6.10 Committee Code of Conduct
Committee members shall:
- Act honestly and professionally.
- Support the aims and reputation of the Association and school.
- Treat others respectfully.
- Comply with school policies.
- Avoid behaviour that may bring the Association or school into disrepute.

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7. COMMITTEE MEETINGS

7.1
From September 2026, A minimum of three meetings shall be held each academic year.

7.2
The quorum shall be 50% of committee members, rounded up.

7.3
Decisions shall be made by majority vote.

7.4
The Chair shall have a casting vote where required.

7.5 Written Resolutions
A resolution approved in writing, including by email, by all committee members shall be as valid as a decision made at a meeting.

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8. COMMUNICATIONS, MARKETING AND BRANDING

8.1 Communications, Marketing and Branding
All PTFA communications including but not limited to publicity, promotional materials, newsletters, posters, flyers, social media content, event information and marketing materials shall be approved by the Head of School, Executive Headteacher or their nominated representative prior to publication.

The nominated representative will work with the chair of the PTFA to determine the format, branding, content and method of distribution. This will primarily be on the school's own newsletter or the PTFA's own Facebook page.

8.2 Promotion of Events

Approved PTFA events may be promoted through:

- Approved PTFA Facebook account.
- School website.
- Official school social media channels.
- School newsletters.
- School communication systems.
- Other approved methods.

8.3 Independent Communications

The PTFA shall not operate independent websites, newsletters, Facebook groups, email distribution lists or messaging groups without approval from the Head of School or Executive Leadership Team.
The chair of the PTFA will be responsible for the published content on behalf of the PTFA..

8.4 Use of School Branding

The school logo, AIM Federation branding, school name and associated branding materials shall only be used with permission of the school.

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9. PROPERTY AND FUNDS

9.1

Funds shall only be used to further the Association's objectives and for the benefit of pupils at Mundesley Infant and Junior Schools.

9.2

All funds shall be held in a bank account in the name of the Association. Two authorised signatories shall approve all payments.

9.3

Accurate financial records shall be maintained, and the Treasurer shall present accounts at each AGM.

9.4 Expenditure Approval

All expenditure must be approved by the Committee.
Expenditure over £500 must be approved by committee vote and recorded in the minutes.
Expenditure over £2,000 must also receive written approval from the Head of School or Executive Headteacher before any commitment is made.

9.5 School Partnership and Transfer of Funds

The Association shall consult with the school regarding spending priorities to ensure funds support the educational needs and strategic priorities of the school.
Any donation, purchase, transfer of funds or acquisition of resources for the school shall be agreed by both the Committee and the school and recorded in the minutes.

9.6 Conflicts of Interest

Committee members must declare any personal, financial, family or business interest in a matter under consideration and shall not vote on or influence decisions relating to that matter.

9.7 Expenses

Committee members may be reimbursed for reasonable out-of-pocket expenses incurred on behalf of the Association, subject to approval and the provision of appropriate receipts.

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10. RECORDS AND ACCOUNTS

The Committee shall maintain:

- Minutes of meetings.
- Financial records.
- Annual accounts.
- Governance records.

10.4 Charity Commission Compliance

Where applicable, the Committee shall comply with all Charity Commission requirements and relevant legislation.

10.5 Document Retention and Data Protection

To ensure compliance with UK GDPR, data protection legislation and good governance practices, all PTFA records, documents and information must be stored within the designated PTFA folder on the school's Google Drive.

This includes, but is not limited to:

- Meeting agendas and minutes.
- Financial records, receipts and invoices.
- Committee member records.
- Event planning documents.
- Correspondence relating to PTFA business.
- Funding applications and grant documentation.
- Policies, procedures and governance records.

PTFA documents must not be stored solely on personal devices, personal email accounts, private cloud storage platforms or personal filing systems.

Access to PTFA records shall be managed by the school and restricted to authorised individuals as appropriate. Committee members must comply with the school's data protection, information security and records management procedures at all times.

Upon leaving the Committee, members must transfer any PTFA-related documents and information in their possession to the school's designated storage location and permanently delete any copies held elsewhere, unless otherwise required by law.

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11. SAFEGUARDING AND CONFIDENTIALITY

11.1
The welfare of children is paramount.

11.2
All activities shall comply with school safeguarding procedures.

11.3
Any safeguarding concern shall be reported immediately to the school's DSL.

11.4 Confidentiality
Committee members and volunteers shall maintain confidentiality regarding pupils, families, staff, safeguarding matters and any confidential business of the Association.

11.5 Immediate Suspension
Where concerns relating to safeguarding, conduct, or suitability arise, the school may immediately suspend a committee member or volunteer from participating in PTFA activities while an investigation is undertaken. This includes any breach of the school's safeguarding policies or any behaviour that the Head of School or Executive Head reasonably determines to be contrary to the school's rules, values, or expectations.

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12. NOTICES

Notices may be issued through:

- Email.
- School communication systems.
- School newsletters.
- School website.
- Official school social media channels.

A technical defect in notice delivery shall not invalidate decisions made.

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13. AMENDMENTS

This Constitution may be amended by a two-thirds majority vote at an AGM or EGM provided 21 clear days' notice has been given.

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14. DISSOLUTION

If the Association is dissolved:

- Outstanding liabilities shall be settled first.
- Remaining assets shall be transferred to Mundesley Infant and Junior School for the benefit of pupils.
- If the school has closed, assets shall be transferred to another educational charity or neighbouring school.

No member shall receive any financial benefit from dissolution.

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15. REVIEW

This Constitution shall be reviewed every three years, or sooner if required by legislation, Charity Commission guidance, Parentkind guidance or changes to school governance arrangements.

ADOPTION

Adopted by the Friends Association of Mundesley Infant and Junior School at the Annual General

Meeting held on:

Date: _____

Chair Signature: _____

Witness Signature: _____

Head of School: _____