

Agreed Constitution of
St Joseph's Catholic Primary School
Parents' and Friends' Association

- RULE 1** The name of the Association shall be St Joseph's Catholic Primary School Parents' and Friends' Association.
- RULE 2** Membership will be confined to parents, carers and guardians of children attending the school. All such persons automatically become members when their child starts school here.
- RULE 3** The dual aims of the Association shall be:
a) To promote and facilitate good relationships between the parents and the school and between parents.
b) To raise funds for the provision of resources for use by pupils across the school.
- RULE 4** The Annual General Meeting (AGM) to be held during the autumn term for which 14 days' notice shall be given.
- RULE 5** The President of the Association shall be the Headteacher in an ex-officio capacity.
- RULE 6** The general management of the Association shall be entrusted to an Executive Committee, which shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. Meetings are open to all members of the PFA.
- RULE 7** The election of the committee and auditors shall take place at the AGM.
- RULE 8** a) The Secretary shall keep proper minutes of all proceedings and records to the Association. All correspondence with and from the PFA, including the upkeep of the website, shall be conducted through the Chairperson who shall retain editorial control.

b) The Treasurer shall receive and disburse all monies on behalf of the Association, such monies to be credited to an Association bank account operated by two (2) of three (3) signatories previously delegated and authorised and shall keep accounts and present a financial statement at the AGM. The account to be audited by one (1) elected auditor, not members of the Executive Committee.
- RULE 9** Committee meetings will be arranged for each half-term and as required. These meetings will be open to all parents.
- RULE 10** The Committee shall allocate to the Head of the School, to use as he/she thinks fit for the School's benefit, any monies surplus to the immediate requirements of the Association. The PFA will be consulted by the Headteacher at half termly meetings as to proposed purchases for the school using PFA funds.
- RULE 11** The Association shall not interfere with the administration, discipline or work of the School or in any matter that is the responsibility of the Headteacher.
- RULE 12** That in the event of dissolution of the Association, all monies and tangible assets to be transferred to the School and used at the discretion of the Headteacher.

Date Agreed by Headteacher and Committee:

Signed:.....

Headteacher

PFA Chairperson

For review:.....