

PTA Governance and Procedure

Key Documents

- **Constitution:** a hard copy is in this folder and on the shared online drive. A copy is held on file with the Charity Commission.

Prestbury School PTA's constitution is a model adopted from Parentkind and reflects current charity law and good practise. The Charity Commission for England and Wales accept their respective model constitution for the purpose of charity registration in their jurisdiction.

The constitution sets out fundamental rules and procedures which committee members must follow when managing the PTA.

The constitution describes:

- the aims of the Prestbury School PTA and its powers
- Prestbury School PTA's membership
- the size and structure of the committee and how to elect them
- Annual General Meeting (AGM) and Committee Meeting requirements
- guidelines on how to manage our PTA, committee and meetings

The constitution protects Prestbury School PTA by giving it a framework to work within. It ensures that our management systems are appropriate and legal.

An adopted constitution is legally binding.

Please see link here for details on when we may need to change the constitution and how to go about it, for example, if the school ever changes its name.

<https://www.parentkind.org.uk/your-pta-expert/governance/pta-constitution>

- **Code of Conduct:** Signed by all committee members annually at the AGM.
- **Policies:** The Charity Commission for England and Wales recommended that individual associations have their own policies in place. Some grant-funding bodies may require a copy of these policies if we are seeking additional funds.

These policies have all been adopted from Parentkind for Prestbury School PTA. These policies give more guidance on the PTA's day-to-day activities and governance. A copy is

kept in this folder and also on the shared drive. When new committees are voted in, it is recommended that all members are made aware of, and read these policies. All policies are to be reviewed annually at the AGM and updated as required.

- Social media Policy
- Risk Management Policy
- Equal Opportunities Policy
- Conflict of Interest Policy
- Complaints Procedure Policy
- Volunteering Policy
- Safeguarding Policy
- Expenses Policy

Guidance - Parentkind

Prestbury PTA have a Parentkind membership. Parentkind is a charity who support PTA fundraisers like Prestbury with expert guidance and resources. Prestbury also have PLI with Parentkind.

It is a very useful website so it is recommended that all PTA committee members have access and they take time to read and use the resources. Here are some useful links for good governance:

Financial Governance Guidance for Treasurers and PTA

<https://www.parentkind.org.uk/your-pta-expert/governance/pta-financial-governance>

Health & Safety

<https://www.parentkind.org.uk/your-pta-expert/health-safety-gdpr-and-licences/health-and-safety>

GDPR

<https://www.parentkind.org.uk/your-pta-expert/health-safety-gdpr-and-licences/gdpr>

Licences

<https://www.parentkind.org.uk/your-pta-expert/health-safety-gdpr-and-licences/licences>