2019

Committee

MCPA PA

10/1/2019

Constitution of the Parents Association of Middle Cheney Primary Academy



“bringing together the school community in a variety of events and activities that will raise money to enrich our children’s school experience”

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# The Purpose of the MCPA Parents’ Association

The purpose of the parents’ association for Middleton Cheney Primary Academy is to bring together the school community in a variety of events and activities to enrich our children's school experience by:

1. Building a strong community around the school for the parents, teachers & children
2. Raising funds for school projects

The Parents’ Association will work closely with the Principal, Staff and Board of Management to build an effective partnership between home and School.

# The Work of the MCPA Parents’ Association

The Parents’ Association will work to organise and run a programme of activities throughout the academic year, to enable the parents of all pupils to engage and positively influence their children’s education.

A variation of events will be considered to cater for pupils, families and the local community. Events must be designed to be inclusive of parents/children from all social and cultural elements of society.

It is the responsibility of the committee to ensure the effective planning and running of activities arranged by the Parents’ Association.

All events must be concurred by the school principal (or nominated delegate) in advance.

It is advisable that the Parents’ Association meets on a monthly basis to plan activities, events and funding. For general guidance:

* Frequency = 1 / month (during school term)
* Time = Evening (as convenient for parents & school)
* Location = School premises, as accessible by all parents

# The Membership

All parents of pupils or guardians of pupils attending Middleton Cheney Primary Academy are automatically considered members of the Parents’ Association.

# The Committee and Subcommittee Roles & Responsibilities

The members of the Parents Association must elect three key roles:

1. Chair
2. Treasurer
3. Secretary

Roles can be shared where a single member cannot be found to commit fully to the role for the academic year, however election can only happen at an AGM or EGM (Emergency General Meeting)

Further sub-committee roles can be created as required, at any point in the academic year. Again, these roles will be valid for 1 year, after which the sitting sub-committee is dissolved and re-elected.

# The Election of the Committee

The members of the committee will be newly elected at the beginning of the academic year, during the AGM (Annual General Meeting). All committee members are elected for one academic year only, at the AGM all committee members stand down from their post, but can be re-elected as long as they continue to be eligible to serve.

It is encouraged that at least 1 member of the mandatory ‘core’ committee is new each year.

# Finances & Reporting

The Parents’ Association committee will finance the activities of the Parents Association through fundraising.

The treasurer is responsible for keeping account of the income & expenditure of the Parents’ Association and should report the current financial status at each committee meeting and penultimately the AGM.

At the AGM, there must be a written statement of the Parents’ Associations financial activity for the previous academic year, submitted to the Principle (or delegate).

All funding projects by the Parents’ Association must be agreed in advance by the Principal (or delegate) or the Board of Management.

# Fundraising for the School

All fundraising and funding activity must be done with prior agreement from the school Principal (or delegate) or Board of Management.

Funds should be to fulfil the purpose of the Parents Association, which is to enhance the education experience of the pupils of the school.

# Charity Registration

The Parents Association is a registered UK charity, and as such must comply to the regulations of the Charity Commission for England and Wales. Including, but not limited to:

* Election of a trustee’s
* Annual report of Income & Spending

# Governance

The school Principal (or delegate) should be in attendance of all official Parents’ Association meetings

# Changes to the Constitution

Changes to the constitution can only be made at an AGM or EGM, by a sitting core committee member.

It is encouraged that the constitution is reviewed at each AGM to ensure it continues to correctly represents the interest of the Parents Association.

All parents of the school can review and propose alterations to the constitution.