



CHARITY COMMISSION
FOR ENGLAND AND WALES



Making a
DIFFERENCE
Together

Charity Constitution

1 Name

The charity's name is: Exwick Heights Parent, Teacher, and Friends Association
Hereinafter also named EH PTFA

2 Contact details

EXWICK HEIGHTS PTFA

Exwick Lane

Exeter

EX4 2FB

pta@exwickheights.devon.sch.uk

01392 209030

3 The charity: -

The PTFA is a Parent Teacher and Friends Association, an organization with a mission to support Exwick Heights Primary school to be a great place for children to learn. EH PTFA brings together parents, teachers and the wider community such as grandparents, aunties, uncles, governors or community members with a keen interest in the school to raise funds, volunteer, support activities and strengthen the school community. Money raised is spent on things that the school budget does not normally cover, such as educational supplies, books, equipment, rewards and prizes that benefit the whole school and those that attend. As a community minded PTFA we would also try to support those families in need, children with special requirements, leaver initiatives and so many more areas.

All funds & initiative requested from the PTFA must be by application This will be discussed by the PTFA at its earliest convenience and a decision made by the group.

EH PTFA is set up to be a separate entity that works with and supports the school, it follows and abides by its own rules and policies as a charity, governed principally by The Charities Act 2011

4 Trustees

The Head teacher, if they wish shall hold the position of PTFA President. This role is a guidance and support role and not a membership position, where the President does not hold any voting rights.

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

- Chair
- Treasurer
- Secretary

Other trustee roles to support the committee.

- Vice chair
- Sub treasurer
- Communications officer
- Events coordinator
- School coordinator

5 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations.
- (2) apply funds to carry out further fundraising for the charity.
- (3) co-operate with and support other charities with similar purposes.
- (4) do anything which is lawful and necessary to achieve the purposes.

6 Membership

The charity shall have a membership. All parents, teachers and the wider community who support the work of the charity and are aged 18 or over, are encouraged to participate, those who wish to take an active role can apply to the trustees to become a member/Volunteer. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the committee before the decision is made and can be accompanied by a friend.

7 Annual General Meeting - AGM

- (1) The AGM must be held every year, with 21 days' notice given to all members telling them what is on the agenda.
- (2) The secretary must ensure minutes are kept of the AGM.
- (3) There must be at least 3 trustees and members present at the AGM.
- (4) Every member has one vote.
- (5) The treasurer shall present the annual reports and accounts.
- (6) Any member may stand for election as a trustee.
- (7) Members shall elect the committee to serve for the next year. Each will retire at the next AGM but may stand for re-election.

8 Trustee meetings

- (1) Trustees must hold at least 4 meetings each year, not including the AGM. At their first meeting after the AGM, they will elect a vice chair, sub treasurer and other support trustees. Trustees act by a majority decision, and they will stand down at the next AGM.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions.
- (3) Minutes shall be kept for every meeting.
- (4) If trustees have a conflict of interest, they must declare it and will be unable to hold a committee position they will also leave the meeting while the specific matter is being discussed or decided.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must be written and not conflict with this constitution or the law.

9 Money and property

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. Separate to those of the school it represents. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account and controlled by 2 elected signatures.

10 General meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call an Emergency General Meeting so that the membership can make the decisions. Trustees must also call a General Meeting if they receive a written request for a meeting from a majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) Winding up - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) Changes to the Constitution - can be made at AGMs or General Meetings. However, no change can be made that would make the organization no longer a charity.
- (3) General Meeting - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership.

Setting up the charity

This constitution was created on 01 October 2023. the people whose signatures appear below are the first members of the charity and will be the committee until the AGM, which must be held within one year of this date.

Signed.	Date.	Print name and address.
.....	Chair Clare Boyter
Signed copy in file	Treasurer Vacancy
.....	Secretary Becky Edmunds