

CONSTITUTION for Manchester Muslim Prep School's Parent Teacher Association (PTA)



1. ASSOCIATION DETAILS

Type of Association

Parent Teacher Association

Association Name

Manchester Muslim Preparatory School Parent Teacher Association (MMPS PTA)

School Name & Address

Manchester Muslim Preparatory School, 551 Wilmslow Road, Withington, Manchester, M20 4BA

The Committee

The PTA will aim to have a minimum number of four (4) Officers and a minimum number of four (4) Non-Officer Members.

PTA Contact Details

pta@muslimprepschool.co.uk

2. AIMS & OBJECTIVES

The PTA is a group of people that work together for the benefit of the school.

The aims and objectives of the PTA are to:

- 2.1. Raise funds to help the school provide extra resources for the children by bringing together parents and teachers and working towards a common goal;
- 2.2. Run social events for parents and children; providing an opportunity for people to get to know each other and have fun;
- 2.3. Encourage parents to become more involved with their children's school and to develop strong links between home and school;
- 2.4. Provide support for school events and other special occasions;
- 2.5. Co-ordinate fund raising and social events for the school community that in turn supports the school by enhancing the pupil's educational experiences, either directly or indirectly;
- 2.6. Facilitate the betterment of the school and advance the education of the pupils in the school, in particular by providing a platform where strategic consultation can take place.

3. POWERS

PTA officers have the following powers, and which may be exercised only in promoting the Aims & Objectives:

- 3.1. To provide advice to members and parents;
- 3.2. To publish or distribute information;
- 3.3. To liaise with external bodies;
- 3.4. To raise funds (but not by means of permanent trading), this is applicable to members and officer;
- 3.5. To make grants after consultation with its members;
- 3.6. To set aside funds for special purposes or as reserves against future expenditure;
- 3.7. To deposit funds in a lawful manner, into recognised PTA accounts;
- 3.8. To pay the costs of forming/maintaining the PTA;
- 3.9. To obtain and pay for goods and services as necessary for carrying out the work of the PTA;
- 3.10. To open and operate bank accounts as necessary;
- 3.11. To do anything else, within the law, that promotes the Aims & Objectives.

The PTA shall not undertake any activity in the school premises or in the name of the school without the consent of the Headteacher.

4. RESPONSIBILITIES

- 4.1. All PTA members are representatives of parents in the school and should participate in activities, projects and initiatives.
- 4.2. All PTA members that receive suggestions or feedback from parents must follow the set process as outlined in Appendix I - Suggestions Process Chart.
- 4.3. All PTA members must maintain a high level of integrity in their conduct and interaction with parents and other members and must not engage in any activity which would result in harming the reputation of the school or the PTA.
- 4.4. All PTA members must do their utmost to attend PTA meetings.

5. MEMBERSHIP

- 5.1. Members of the PTA are Parents, Staff (teaching and non-teaching) and Friends of the school. (Friends are defined as parents of ex-pupils that were active PTA members when their child left the school, and have had continuous PTA service since that time).
- 5.2. Members/officers of the PTA will be listed on the PTA page of the school website.
- 5.3. Membership is terminated if:

- 5.3.1. The member/officer dies;
- 5.3.2. The member/officer resigns from the PTA;
- 5.3.3. The member/officer fails to be actively involved in meetings, discussions, organising events or any other PTA activity for a period of three consecutive months (excluding school holidays). In this case the member must wait for the start of the next school term before re-joining the PTA.
- 5.3.4. The member's child leaves the school and the member does not immediately continue with their PTA membership by informing the Chair.
- 5.3.5. The officers may, for good reason, exclude any person from membership or from attending an event whose presence at or support of the school is deemed detrimental to the school or its' reputation, its' pupils, its' staff, or might bring the PTA into disrepute. (See Code of Conduct).

Removal is not effective until the member/officer concerned has been notified in writing of the proposal, advising of his/her right to respond within 10 working days, and the matter has been considered in light of any representations made. (See Appendix II - Suspension Process Chart).

During this process, the PTA member/officer concerned may be temporarily suspended from engaging in any PTA activity, including but not limited to attending PTA meetings.

5.4. Membership can be obtained by:

- 5.4.1. Any parent/legal guardian with children at the school; this includes ex-parents whose children have left the school and who have had continuous PTA membership with no break in service;
- 5.4.2. Any school staff member.

5.5. Membership cannot be obtained by:

- 5.5.1. Relatives of school members;
- 5.5.2. School Trustees;
- 5.5.3. Ex-parents who don't have continuous PTA membership since their child left the school.

5.6. Joining the PTA can be done by:

- 5.6.1. Contacting a PTA officer (details can be obtained from the school office);
- 5.6.2. Emailing pta@muslimprepschool.co.uk.

The Chair will then contact the new member to confirm membership.

6. OFFICER ROLES

6.1. Chair

6.1.1. Length of service – two years;

6.1.2. Definition – the Chair provides leadership, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair must remain impartial, welcome new members, include all members in discussions, ensure issues are discussed properly.

Full responsibility details can be found in Appendix III.

6.2. Deputy Chair

6.2.1. Length of service – two years;

6.2.2. Definition – the Deputy Chair performs all the duties of the Chair if the Chair is unavailable; apart from signing cheques.

6.3. Treasurer

6.3.1. Length of service – three years;

6.3.2. Definition – record all income and expenditure, have the details available for every meeting plus:

- The balance of funds;
- Committed expenditure;
- Income, expenditure and profit from each event held.

6.3.3. Work with the Chair to prepare the annual report and accounts.

Full responsibility details can be found in Appendix III.

6.4. Secretary

6.4.1. Length of service – two years;

6.4.2. Definition – the Secretary is responsible for ensuring effective communication links between the PTA and the school, plus:

- Deals with all the correspondence;
- Prepares notices;
- Makes bookings;
- Help the Chair prepare the annual report.

The role may be open to job share between two people.

Full responsibility details can be found in Appendix III.

7. ELECTIONS

- 7.1. The election process can be found in Appendix IV.
- 7.2. Elections will run between October and December every two years for the Chair, Deputy Chair and Secretary positions, and every three years for the Treasurer position.

Full details can be found in the election process.

Should only one nomination be received for any post, that nominee will automatically stand elected.

- 7.3. Officers can stand for re-election in the same post a maximum of two consecutive terms, but can stand for other officer positions following this.

Nominees standing for election must expect to be a parent/guardian at school for the full length of the term for that role.

People that cannot stand for election include:

- School staff members
- Non-PTA members
- Friends of the PTA

- 7.4. Should an officer position be vacant mid-year, and a PTA member wishes to stand for that position, the Chair (or Acting Chair) will announce it to the PTA and offer the opportunity for other nominations. Should other nominations be received, the election process will be run. Should no other nominations be received, the interested PTA member will automatically stand elected in that role and remain in post for the full length of term (ending at the usual re-election time in their second year in office (or for the post of Treasurer, their third year in office), e.g. December).

8. TERM IN OFFICE

- 8.1. Once elected, PTA officers will remain in office until the end of that term, or:

8.1.1. The officer resigns from that role;

8.1.2. Their children move on from the school;

8.1.3. The persons' services are terminated under section 5.3. If this is the case a new election process would be instigated immediately and would be run by the most senior officer in post.

9. EQUAL OPPORTUNITIES

- 9.1. The PTA is open to all parents, regardless of gender, ethnicity or background.
- 9.2. All members have equal opportunities, excluding staff members or friends of the PTA, who cannot stand for election.
- 9.3. The PTA will not tolerate any racist or discriminatory remarks in its meetings or at any point during the execution of a PTA member/officer's duties.

10. GENERAL MEETINGS

- 10.1. All members are expected to attend all General Meetings of the PTA.
- 10.2. All General Meetings are called by giving notice of the meeting to the members. The notice will specify the date, time and location of the meeting. For most General Meetings, members will be asked to contribute to the meeting agenda.
 - 10.2.1. The minimum number of attendees present in order for a meeting to take place is three (3); of which at least one (1) must not be an officer.
- 10.3. General Meetings will alternate between daytime and evening to enable all members to attend.
- 10.4. The Chair or (if the Chair is unable to do so), the Deputy Chair or (if the Deputy Chair is unable to do so), the Secretary or (if the Secretary is unable to do so), the Treasurer resides over the General Meeting. In this instance, they become the 'Acting Chair'.
- 10.5. Except where otherwise provided in this Constitution, agenda items at a General Meetings can be decided by a simple majority of votes cast by the Members present at the meeting.
- 10.6. Except for the Chair of the meeting (or the Acting Chair if the Chair is not in attendance), who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue, excluding those who have declared a conflict of interest.
- 10.7. The PTA must hold a General Meeting within twelve months of the date of the adoption of this constitution. Thereafter, an Annual General Meeting (AGM) must be held in each subsequent year and not more than 15 months may elapse between successive AGM's.

11. ANNUAL GENERAL MEETINGS

- 11.1. The purpose of the AGM is to present annual reports and accounts, announce election results, update on past activities and future goals, give parents a chance to ask questions.
- 11.2. All parents, staff members and friends of the PTA are invited to the AGM.
- 11.3. At an AGM, attendees:
 - 11.3.1. Receive the accounts of the PTA for the previous financial year;
 - 11.3.2. Receive the report of PTA's activities since the previous AGM;
 - 11.3.3. Receive notification of election results, if elections have been held;
 - 11.3.4. Are presented with any updates to the constitution if any have been made;

Minutes, reports and accounts will be published on the PTA page of the school website, on the school's Facebook page and on the PTA notice board.

12. PROPERTY & FUNDS

- 12.1. The property and funds of the PTA must only be used to fulfil the Aims & Objectives.
- 12.2. Property and funds of the PTA remain the property of the school.

13. FUNDRAISING & EVENTS

- 13.1. All events and fundraising activities must only be carried out for the benefit of the school or for one of the PTA's chosen charities.
- 13.2. All members are expected to participate in fundraising and events.
- 13.3. All events and fundraising activities must be agreed, in advance, by a majority PTA vote.
- 13.4. Any money raised must remain on the school premises until it is deposited in the bank or with the chosen charity through the PTA bank account.
- 13.5. The amount of money raised will be announced through the school website, Facebook page and on the PTA notice board.
- 13.6. All events will be reviewed at the following General Meeting.

14. RECORDS & ACCOUNTS

- 14.1. The PTA must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts. As the school falls under the charity Manchester Islamic Education Trust, it is the role of their trustees to declare any income or expenditure to the Charity Commission.
- 14.2. The PTA must keep proper records of all proceedings at General Meetings.
- 14.3. Annual reports and statements of accounts relating to the PTA must be made available for inspection by any parent or member of the PTA.
- 14.4. Any expenses submitted must be approved by the PTA officers before they are incurred. This includes but is not limited to PTA events or activities.
- 14.5. A cash advance may be given provided a valid receipt is obtained and given to the Treasurer. This is purely for PTA related activities.
- 14.6. Bank accounts:
 - 14.6.1. Signatories of PTA bank accounts are the school's Headteacher, PTA Treasurer and PTA Chair.
 - 14.6.2. At any one time a minimum of two signatories must sign off any expenditures/cheques, one of these must be the school's Headteacher.
 - 14.6.3. No electronic payments can be made from PTA bank accounts.

15. NOTICES

- 15.1. Notice of any General Meeting of the PTA may be sent by hand, by post, by suitable electronic communication (email, instant messaging) or in any newsletter distributed by the PTA to its members.
- 15.2. The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member held by the school.

- 15.3. A technical defect in the giving of notice which the members/officers are unaware of at the time does not invalidate decisions taken at a General Meeting.

16. AMENDMENTS

- 16.1. Ideas for Constitution amendments may be raised at a General Meeting. If a majority vote in support is received, a Constitution Workgroup may be established, having given all PTA members the chance to participate. Amendments will then be looked at by the Constitution Workgroup before being approved by the PTA.
- 16.2. Any amendments to this Constitution must be recorded in the following AGM minutes.

17. DISSOLUTION

- 17.1. The PTA may be dissolved by a resolution at an AGM, after prior notice to the Chair to include it in the Agenda, by a vote of 75% of the parent cohort at the AGM.
- 17.2. The PTA may be dissolved by the school.
- 17.3. The net assets shall not be distributed among the members/officers of the PTA but will be given to the school for the benefit of the pupils of the school. In the event of the school closing, any remaining funds could be distributed to a children’s charity as selected by a majority vote of the PTA.

Adopted at a meeting held:

At (place): _____ On (date): _____

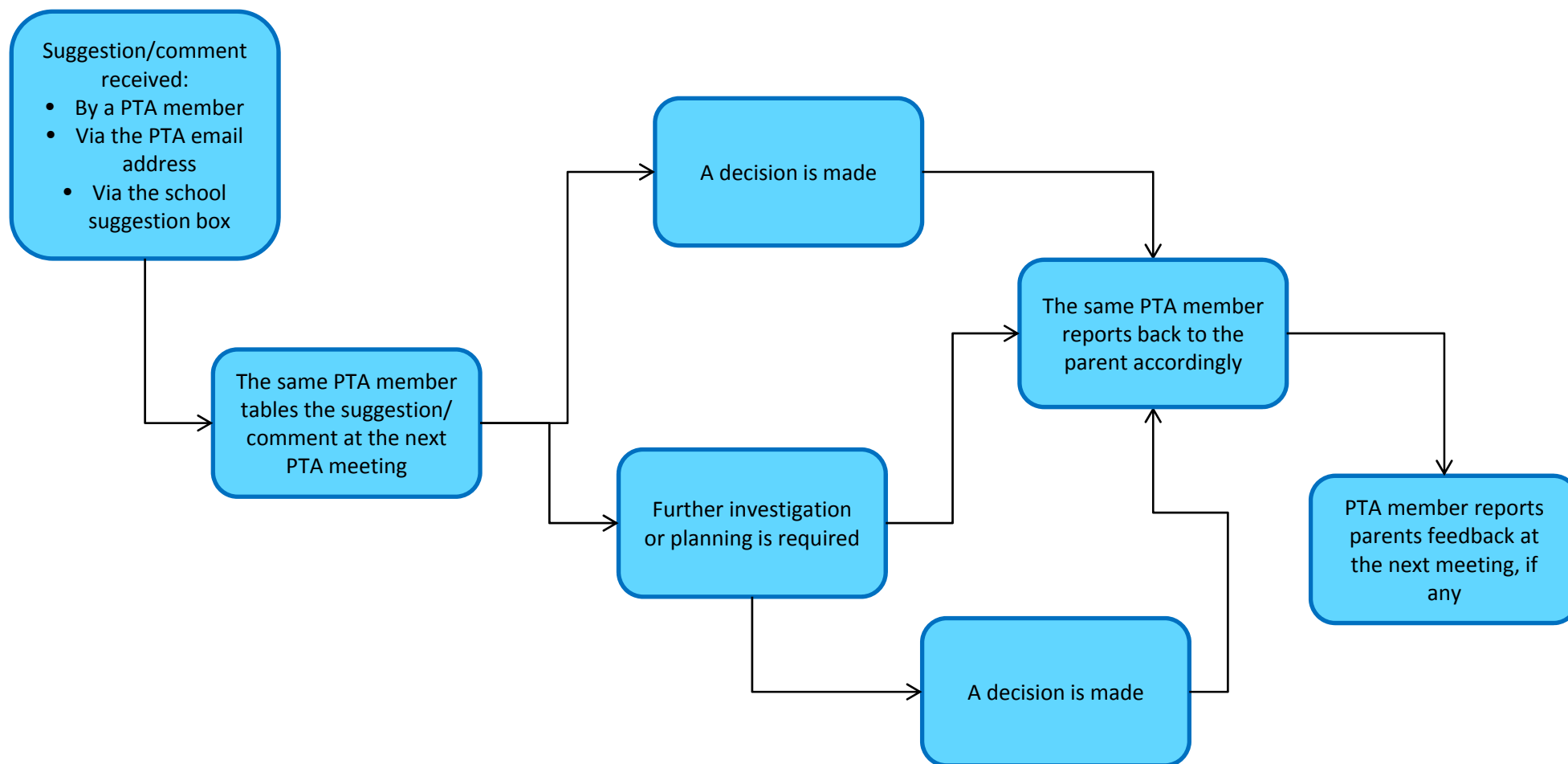
Name: _____ Occupation: _____

Signature: _____
(Name and signature of Chair of the meeting)

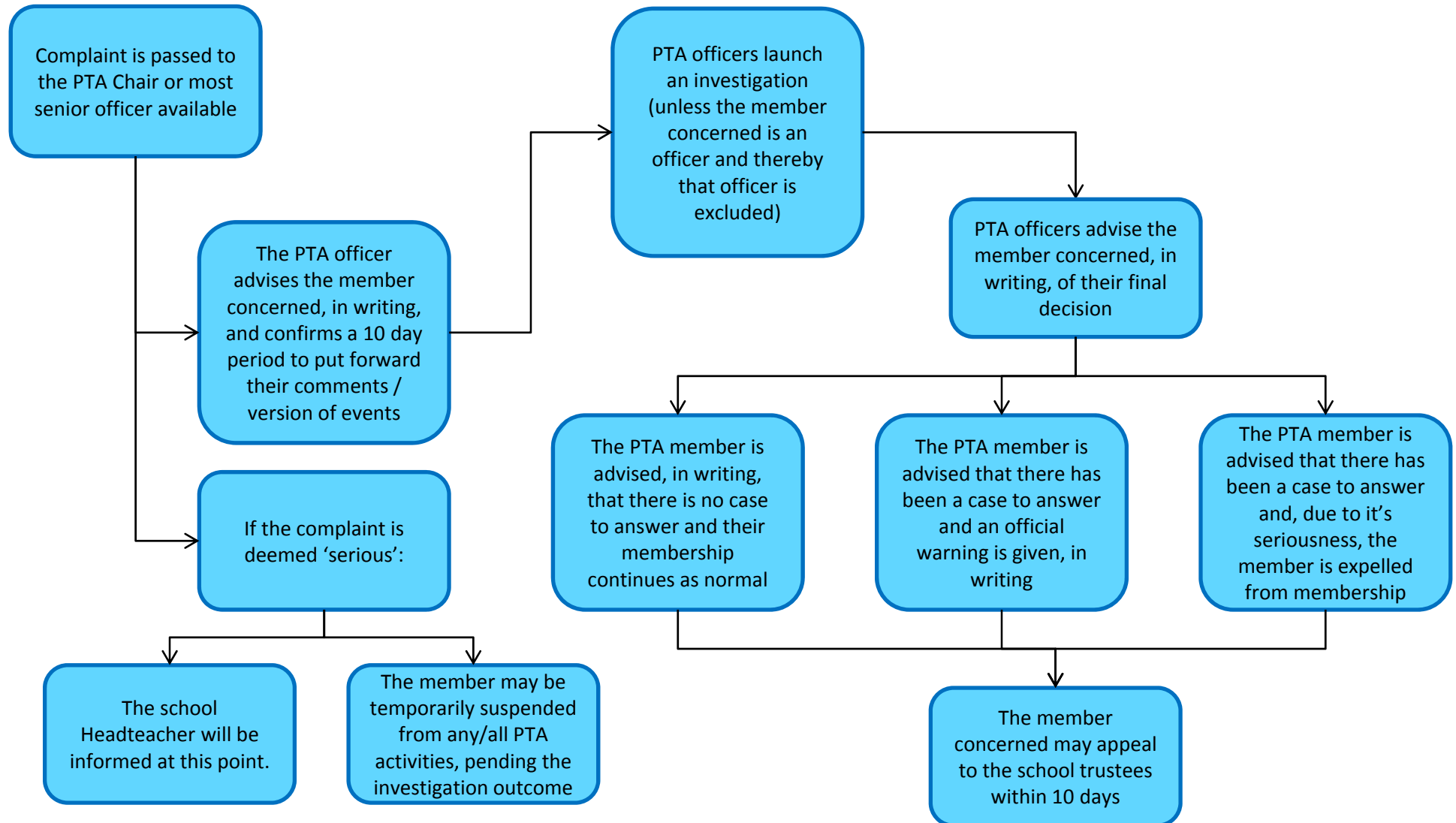
Witness Name: _____ Occupation: _____

Signature: _____

SUGGESTION PROCESS for Manchester Muslim Prep School's Parent Teacher Association (PTA)



MEMBER SUSPENSION PROCESS for Manchester Muslim Prep School's Parent Teacher Association (PTA)



Officer Roles & Responsibilities for Manchester Muslim Prep School's Parent Teacher Association (PTA)



Chair (or Deputy Chair in the Chair's absence)

The Chair provides leadership, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the PTA so that everyone feels involved.

New members of the PTA may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at meetings.

Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the PTA's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an officer, the Chair is often one of the people to sign cheques on behalf of the PTA, normally along with the Treasurer.

Key responsibilities:

- Provide leadership.
- Sign the approved minutes of the last meeting.
- Set the agenda for meetings.
- Get to know members of the committee.
- Call the meeting to order when it is time.
- Agree a date for the next meeting.
- Welcome and involve new members.
- Close the meeting.
- Ask for apologies for absence.
- Write the annual report in co-operation with the Secretary.
- Follow the agenda and manage the meeting.
- Sign cheques for the PTA with one other member.
- Approve the annual accounts.
- Write updates for the school newsletter.
- Call meetings.

Secretary

The Secretary is a key member as they are responsible for ensuring effective communication links between members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly. With the agreement of the head teacher the PTA Secretary can usually arrange to leave PTA notices with the school Secretary for distribution with school mailings to parents or for distribution via Parentmail.

As well as dealing with correspondence, following a meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail).

The Secretary will help the Chair prepare the annual report.

Key responsibilities:

- Deal with correspondence.
- Take and write up the minutes of meetings.
- Prepare agendas.
- Distribute minutes to all the member once they have been approved by the Chair.
- Make meeting and event arrangements.
- Keep a record of attendance at meetings.
- Write the annual report with the Chair.
- Preparation and distribution of newsletters and other communications to parents.
- Preparation of publicity flyers, posters, tickets, etc. for events.

Treasurer

A key role for all members is to manage and control the funds the PTA raises. Although all the members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the PTA carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every meeting plus:

- The balance of funds.
- Committed expenditure.
- Income, expenditure and profit from each event held.

The Treasurer should report on the current financial position at each meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer also:

- Liaises with the bank.
- Pays money into the bank account and reconciles bank statements.
- Advises the bank of agreed changes to the bank mandate, i.e. those authorised to sign cheques.
- Raises and signs cheques with a second member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices.
- Withdraws money to provide a cash float for events.
- Monitors funds held on account.
- Arrange appropriate licenses for events.

Key responsibilities:

- Maintain the financial records.
- Prepare and co-sign cheques as required.
- Report income and expenditure at meetings.
- Count and bank monies.
- Liaise with the bank.
- Charity registration and Gift Aid.
- Regular and other payments.
- Draw up the annual accounts.

Officer Election Process for Manchester Muslim Prep School's Parent Teacher Association (PTA)



NB: All candidates must strictly adhere to this Election Process.

Date	Action	Deadline
10 weeks before AGM	<ul style="list-style-type: none"> Elections and roles available announced to PTA. Distribute Election Process to all PTA. Request candidate nominations. 	
8 weeks before AGM	<ul style="list-style-type: none"> Candidates put themselves forward (by advising the current PTA Chair). <i>NB: Candidates will not be accepted after this deadline.</i> Date is set for candidate introductions/presentations. Announcement sent to all parents via ParentMail, as well as posted on PTA website page, Facebook and PTA notice board advising of pending elections and candidates standing. Electronic voting system is set up by the current PTA Chair. 	7 weeks before AGM
7 weeks before AGM	<ul style="list-style-type: none"> Candidates prepare a brief election biography and forward it to the current PTA Chair. 	6 weeks before AGM
5 weeks before AGM	<ul style="list-style-type: none"> Candidate biographies sent to all parents via ParentMail, as well as posted on PTA website page, Facebook and PTA notice board. 	5 weeks before AGM
4 weeks before AGM	<ul style="list-style-type: none"> Candidate introductions/presentations take place to all parents. 	3 weeks before AGM
3 weeks before AGM	<ul style="list-style-type: none"> Voting takes place via electronic voting system or ballot box if parents don't have access to the internet. 	1 week before AGM
1 week before AGM	<ul style="list-style-type: none"> Vote counting / validation takes place by 5 PTA members (3 officers and 2 members randomly selected). This result must remain confidential until the results are announced at the AGM. 	1 day before AGM
	<ul style="list-style-type: none"> AGM takes place and election results are announced. 	

CODE OF CONDUCT for Manchester Muslim Prep School's Parent Teacher Association (PTA)



1. INTRODUCTION

A code of conduct is a set of guiding principles that act as a benchmark for professional behavior. It is a promise to adhere to the values we all share as PTA members, such as honesty, respect, responsibility, fairness, and compassion.

2. ORGANISATIONAL VALUES

As a representative of the PTA, you promise to abide by the fundamental values that underpin all the activities of this organisation.

- 2.1. Integrity and honesty. These will be the hallmarks of all conduct when dealing with colleagues within the PTA and equally when dealing with individuals and institutions outside of it. As a representative of the PTA, you will treat those you come into contact with, with the same courtesy and consideration that you expect from others.
- 2.2. Accountability. You will discharge your duties and responsibilities with fidelity, integrity and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions and funds are involved.
- 2.3. Law, mission, policies. You will not break the law in any aspect of your role as a representative of the PTA. You will support the aims and objectives of the PTA and abide by its policies/processes.

3. CONFLICTS OF INTEREST

- 3.1. You will always strive to act in the best interests of the PTA.
- 3.2. You will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- 3.3. If you are uncertain whether or not a conflict exists, you will consult with the PTA Officers and abide by their decision.
- 3.4. A conflict of interest exists when an officer or member would have to participate in the deliberation or decision of any issue of the PTA while, at the same time, the officer or member and/or their extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that would predispose or bias the officer or member to a particular view, goal or decision.
- 3.5. You shall declare to the officers of the PTA any conflicts of interest between your duties of the PTA and your extended families' interest.
- 3.6. When a conflict of interest is declared, you shall not use your personal influence or position to

affect the outcome of the vote and shall leave the room during deliberations and the vote.

3.7. The minutes of the meeting shall reflect that a conflict of interest was declared.

4. PERSON TO PERSON

4.1. You will not break the law or act in disregard of organisational policies in your relationships with fellow members, school staff, volunteers, or anyone you come into contact with in your role as a PTA representative.

4.2. You will strive to establish respectful and courteous relationships with everyone you come into contact with in your role as a PTA representative.

4.3. You will agree to disagree when necessary without anger or rancor.

4.4. You will take to your work an attitude of open-mindedness, a willingness to be trained for it and to bring to it interest and attention.

5. PROTECTING THE ORGANISATION'S REPUTATION

5.1. You will not speak as a representative of the PTA to the media or in a public forum without the prior knowledge and approval of the school.

5.2. When speaking as a representative of the PTA, your comments will reflect current organisational policy and positions, even when these do not agree with your personal views.

5.3. When speaking as a private citizen, you will strive to uphold the reputation of the PTA and those who work in it.

5.4. You will respect PTA and school confidentiality.

5.5. You will not share working copies of documents or other organisational information until those materials have been finalised and are available for release to the general public.

6. PERSONAL GAIN

6.1. You will not personally gain materially or financially from your role as a PTA member.

6.2. You will document expenses and seek reimbursement according to procedure.

6.3. You will use PTA resources responsibly, when authorised.

7. DURING MEETINGS

7.1. You will strive to live up to the trust placed in you by holding the PTA membership.

7.2. You will abide by PTA procedures and practices.

7.3. You will strive to attend all required meetings, giving notice ahead of time to the Chair if unable to attend.

7.4. You will study the agenda and other information sent to you in good time prior to the meeting, and be prepared to debate and vote on agenda items during the meeting.

7.5. You will honour the authority of the Chair and respect his/her role as meeting leader.

- 7.6. You will engage in debates and votes in meetings whilst maintaining a respectful attitude towards the opinions of others, whilst making your voice heard.
- 7.7. You will accept a majority vote on an issue as decisive and final.
- 7.8. You will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair to speak of it.
- 7.9. You will participate in induction, training and development activities as required.

8. LEAVING YOUR POSITION

- 8.1. You understand that substantial breach of any part of this code may result in your removal from the PTA. If for any reason, you are unable to fulfill the duties of your position, you will do what is best for the school and the PTA, even if that means resigning from your position.
- 8.2. Should you resign, you will inform the Chair in advance in writing, stating your reasons for resigning.

9. GRIEVANCE POLICY

Problems and disagreements can arise in any environment. We hope individuals will try to reconcile differences on an individual basis. Should it not be possible to resolve a problem quickly and fairly, the following will apply:

- 9.1. If you have a problem, notify the PTA Chair immediately. Most difficulties can be settled promptly at this point. The PTA Chair shall respond in writing within ten (10) days of meeting with you. If the issue is with the PTA Chair, notify the Deputy Chair or other PTA officer.
- 9.2. If the problem is considered severe enough, an investigation will take place.

Following the investigation, the Chair will respond in writing to your grievance. The decision shall be final with respect to the PTA, however an appeal can be raised with the school Trustees.