

PTA Model Constitution – What It Means for You (Simple Guide)

Our PTA follows a set of agreed rules called a *model constitution*. This helps make sure everything is fair, transparent, and organised.

What is the PTA for?

The PTA is a group of parents, carers and staff who work together to:

- Support the school
- Raise money for extras that benefit the children
- Organise fun events for the school community

Everything we do is to improve the children's school experience.

Who can get involved?

- All parents/carers and school staff are automatically part of the PTA community
 - You don't need to join formally—everyone is welcome to help out
 - Even small amounts of time or support make a big difference
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Who runs the PTA?

The PTA is led by volunteers, usually including:

- Chair – helps lead meetings and organise activities
- Treasurer – manages PTA funds
- Secretary – takes notes and handles admin

Other volunteers support events and planning.

How decisions are made

- We hold regular meetings and an Annual General Meeting (AGM) each year
- Decisions are made together as a group

- A meeting needs enough people present (called *quorate*) for decisions to be valid
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Communication & quick decisions

We sometimes use WhatsApp polls to help with:

- Quick, informal decisions (e.g. event timings, preferences, brainstorming ideas)
- Gauging opinion before a meeting
- Low-stakes operational choices

These polls are used to gather views and support discussion, but any formal decisions are confirmed at PTA meetings and recorded in the minutes.

What happens with the money?

- All money raised is spent on the school and children
 - Funds are used for agreed projects, equipment, and experiences
 - The Treasurer keeps clear records of all money in and out
 - Accounts are checked and shared with members each year
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What do we do?

We organise things like:

- School fairs and discos
 - Bingo nights and fundraising events
 - Treats for pupils (like ice lollies or special celebrations)
 - Funding for school improvements
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Keeping things safe and fair

- All activities follow school safeguarding and health & safety rules
 - Volunteers may need checks depending on their role
 - We aim to make events safe and enjoyable for everyone
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In simple terms

The PTA is just a group of volunteers working together to raise money and create fun experiences for the school. The constitution is simply the guide that helps us do that properly and fairly.

Full version (official Parentkind model constitution):

<https://www.parentkind.org.uk/assets/resources/Model-constitution-England-and-Wales.pdf>