

Parents, Teachers & Friends Association (PTFA)

Rudolf Steiner School Kings Langley

Charter

1. Who are members of the PTFA?

- 1.1 All parents with children at the School or the School's Kindergartens
- 1.2 All members of Staff
- 1.3 Others who have strong links with the School, and who wish to become involved in the life of the School.
- 1.4 Membership of the Association is free

2. What is the position of the PTFA within the School (*The Rudolf Steiner School Kings Langley Limited*)?

- 2.1 The Association functions as a committee within the School. It is one of the bodies that support the running and well-being of the School.

3. What is the PTFA for?

The aims of the PTFA are, in partnership with College:

- 3.1 To support the decision making processes undertaken by College and Trustees,
- 3.2 To collaborate with the staff of the School in matters affecting the well-being of pupils
- 3.3 To encourage awareness of Rudolf Steiner's principles and methods of education among parents and others
- 3.4 To promote friendly relations between teachers and parents, other friends of the school and the local community, and to further this by means of projects and social activities
- 3.5 To raise and donate funds for the benefit of the School within the framework of Charity Law
- 3.6 To serve the needs of parents and friends of the School, by providing a forum where views can be shared.

4. Who manages the PTFA?

- 4.1 The PTFA is managed by an Executive Committee of ideally twelve members. Members of the Executive Committee take responsibility for managing the Association and conducting the Association's meetings in accordance with this Charter.
- 4.2 Members of the Executive Committee are appointed at an Annual General Meeting (AGM), following nomination by a proposer and seconder, and acceptance by the members of the Association who are present.
- 4.3 The Executive Committee may co-opt additional members to make up their number at any General Meeting of the Association, in the same manner described above. The appointment of co-opted members must be confirmed at the next AGM.
- 4.4 The Executive Committee includes at least two members of College, who are nominated by College.
- 4.5 Executive Committee members undertake to attend at least two meetings of the Association every term, for up to two years. Members wishing to serve for more than two years must offer themselves for re-appointment at an AGM.
- 4.6 The officers of the Association are Chair, Secretary and Treasure. The officers are appointed annually by the Executive Committee from among themselves, following an AGM.

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- 4.7 There must be a quorum of five members present at an Executive Committee meeting, of whom at least one is an officer of the Association, and another is a member of College.
- 4.8 The Executive Committee may delegate their functions to sub-committees, which may consist of anyone appointed by the Executive Committee.

5. *What happens at the Annual General Meeting?*

The Annual General Meeting takes place during the Spring term every year, to:

- 5.1 Receive the reports of the officers of the Association
- 5.2 To receive the Accounts in respect of the preceding year to 31st January
- 5.3 To appoint members of the Executive Committee, as described above
- 5.4 To carry out any other relevant business

6. *What other meetings of the Association take place?*

Besides the Annual General Meeting, this Charter provides for:

- Executive Committee meetings
 - General Meetings
 - Open Meetings
 - Special General Meetings
- 6.1 The Executive Committee meets at least once a year, following the AGM, to appoint the officers. They may meet at other times to discuss matters requiring confidentiality.
 - 6.2 General Meetings take place at least once a month during term-time, usually on Monday evenings, and are attended by:
 - a) A quorum of the members of the Executive Committee
 - b) Class Contacts
 - c) Representatives of the Student Council
 - d) Other members of the Association
 - 6.3 Open Meetings take place at least once a year, for the purpose of hearing a speaker, and/or discussing a topic of general interest to members, consistent with the aims of the Association. All members of the Association are invited to Open Meetings, with anyone else as their guests.
 - 6.4 A Special General Meeting of members of the Association may be convened at any time by the Executive Committee, within 21 days of the Secretary receiving a petition signed by at least twelve members of the Association, stating the purpose for which the meeting is required. Only business stated explicitly on the Agenda may be taken at a Special General Meeting.

7. *How are decisions taken?*

- 7.1 Decisions are reached ideally by consensus (or by majority in cases where consensus has not been achieved) among those present at meetings of the Association. The Chair of the meeting is responsible for facilitating this process:
 - a) the Agenda is posted on the PTFA Notice board at least a week in advance
 - b) the meeting is conducted so that all points of view are heard
 - c) a proposal is put forward, and seconded by another person
 - d) the proposal is discussed and, if necessary, amended until everyone can accept it
 - e) the Chair presents the conclusions reached, which are minuted

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- 7.2 The Chair may choose to refer certain decisions to the Executive Committee in closed session, such as the appointment of officers, financial matters, and matters requiring confidentiality.
- 7.3 All decisions are minuted. Draft minutes are circulated to attendees of the meeting for feedback, and are then distributed to Executive Committee members and Class Contacts. A summary of the points discussed and decisions made is displayed on the PTFA Notice board.

8. *What are the Chair's responsibilities?*

- 8.1 The Chair of the Association is responsible for:
 - a) in consultation with the Secretary, deciding the Agenda for meetings
 - b) facilitating meetings as described
- 8.2 In the absence of the Chair (or Secretary), and provided a quorum of the Executive Committee is present, those attending a meeting of the Association may appoint another person to take the Chair (or the Minutes) for that meeting.
- 8.3 The Chair may authorise the Treasurer to make expenditures on the Association's behalf, up to a total of £250 between Executive Meetings.

9. *What are the Secretary's responsibilities?*

- 9.1 The Secretary is responsible for:
 - a) in consultation with the Chair, preparing the Agenda for meetings and posting it on the PTFA Notice board at least one week beforehand
 - b) keeping a record of those present at meetings, and of the business carried out
 - c) preparing the Minutes of meetings
 - d) ensuring the Minutes of meetings are circulated to Executive Committee members and Class Contacts at least one week prior to the next meeting
 - e) keeping the PTFA Notice board tidy

10. *What are the Treasurer's responsibilities?*

- 10.1 The Treasurer is responsible for:
 - a) Maintaining a bank account in the name of the Association
 - b) Keeping a record of the Association's funds that are committed, and the funds that are available to be disbursed by the Executive Committee
 - c) Ensuring that all money raised by the Association's fundraising activities is properly accounted for
 - d) Ensure that all PTFA transactions entered onto the School's financial management system are reconciled correctly
 - e) Preparing and signing cheques for, and only for, expenditures approved by the Executive Committee, except as noted in paragraph 8.3
 - f) Obtaining counter-signatures from either the Chair or the Secretary
 - g) Preparing annual accounts up to 31st January each year