

- 3.9 The **association** should ensure that it has adequate insurance in place for all of its activities. Full membership of Parentkind automatically provides public liability and personal accident insurance to cover **association** meetings, activities, and the **committee members/trustees**. Please see the Parentkind website for further information of the insurance provider and policy summary document.
- 3.10 This clause covers employees, independent contractors and volunteers. Care should always be taken by a charity wishing to employ someone, even part-time but special care is required if it is proposed to employ a **committee member/trustee**. (See clause 9.2 and 9.3. Further guidance is also available from the Charity Commission.)
- 3.11 An example of being contracted to provide a service to or on behalf of other bodies is where a PTA runs an after-school club on behalf of the school.
- 3.14 When consulting parents on their views, **committee members/trustees** should do so at their discretion and make final decisions according to their own judgement.
- 3.16 This 'blanket provision' is intended to cover any other power not specifically mentioned. **The association** is still restricted to undertaking activities to achieve **the objects** (charitable purpose).

4. MEMBERSHIP

- 4.1 The **membership** will vary according to the type of **association** as set out in this clause.
- 4.2.3 It is unusual for a **member** of a charity to be removed from **membership**, but if this happens it must only be done for good reason, e.g., because the member's presence represents a danger to the school or its pupils.

Under the rules of Natural Justice, the **member** concerned must be given an opportunity to state his or her case before a final decision is taken and any decision to remove a **member** must be justifiable.

Like any other committee decision this will be made by a simple majority of the votes cast at the meeting (see clause 7.4). It is recommended that any such decision be recorded in the minutes of **the committee** meeting.

If you remove a **member** who is also a **committee member/trustee**, they are automatically removed from **the committee** under clause 6.7.4. However, removal as a **committee member/trustee** does not automatically mean that the individual is also removed as a **member**. If you want to remove someone who is no longer a **committee member/trustee** from **membership** of the charity as well, you will have to use the provision in 4.2.

5. GENERAL MEETINGS

A **general meeting** is a formal gathering of the members. These can either be Annual or Extraordinary (**AGM** or **EGM**).

- 5.2 How notice of a **general meeting** should be given to members is dealt with in clause 11, and '**written**' is defined in clause 14.1. When giving notice each 'day' starts at midnight, and the day on which notice is given does not count.
- 5.3 A quorum is the minimum number of members of an **association** that must attend the meeting for it to be valid and for decisions to be legitimate.
- An **AGM** is quorate if the number of members present is at least twice the number of **committee members/trustees** in office at the start of the meeting. So if there are eight committee members on the PTA, there would need to be 16 people present at the meeting.

- 3.9 To take out public liability and personal accident insurance to cover **association** meetings, activities, **committee members/trustees**, to insure **the association's** property against any foreseeable risk and take out other insurance policies to protect **the association** where required
- 3.10 To employ paid or unpaid agents, staff or advisers
- 3.11 To enter into contracts to provide services to or on behalf of other bodies
- 3.12 To pay the costs of forming **the association**
- 3.13 To obtain and pay for goods and services as are necessary for carrying out the work of the charity
- 3.14 To consult parents on their views
- 3.15 To open and operate bank and other accounts as **the committee members/trustees** consider necessary
- 3.16 To do anything else within the law that promotes **the objects** BUT **the committee** shall not undertake any activity in the school premises without the consent of the **headteacher**.

4. MEMBERSHIP

Members of **the association** are:-

- 4.1 In a Parents **Association**, the parents, guardians or carers of any pupil currently attending the school or in a Parent Teacher **Association**, Parent Staff or Home-School **Association** as detailed above plus teaching and non-teaching staff currently employed by the school or in any other **association**, for example a Friends group or Parentkind **association**, those described above and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by **the committee** as a **member**.
- 4.2 **Membership** is terminated if:
- 4.2.1 the **member** dies
- 4.2.2 the **member** resigns by **written** notice to **the association**
- 4.2.3 **the committee members/trustees** may for good reason, regardless of whether or not this is at the request of the **governing body** or the **headteacher**, exclude any person from **membership** or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring **the association** into disrepute. Removal is not effective until the **member** concerned has been notified in **writing** of the proposal and his/her right to respond within 14 **clear** days, and the matter has been considered in light of any representations made.

5. GENERAL MEETINGS (ANNUAL AND EXTRAORDINARY)

- 5.1 All members are entitled to attend any **general meeting** of the **association**. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.
- 5.2 All **general meetings** are called by giving 21 **clear** days **written** notice of the meeting to the members. The notice should specify the date, time and location of the **general meeting** as well as give an overview of the agenda.
- 5.3 There is a quorum at a **general meeting** when the total number of members present (including **committee members/trustees**) is at least twice the number of **committee members/trustees** in office at the start of the meeting. The only exception would be at a **general meeting** where **the association** is being dissolved: please see clause 13.