

1. ASSOCIATION DETAILS

1.1 Type of association

The type of **association** depends on its **membership**. Please see the guidance under clause 4 for further information.

1.2 Name

We suggest X School PTA or The PTA of X School. If the suggested name of your **association** is too similar to another charity already listed on the Charity Commission Register of Charities and might cause confusion, the Charity Commission may ask for it to be changed. Check the Register of Charities before choosing a name, available at Charity Commission.

1.3 School

Please complete the full name and **address** of the school.

1.4 The committee

While this constitution states the minimum number of **committee members/trustees** can be 2 (see clause 6.75) Parentkind would always recommend that best practice is to have 3 named **committee members/trustees** – **Chair**, Treasurer and Secretary. This ensures that no one person (given a **Chair** has a casting vote) has overall control of decision making. If you set up your **association** with only 2 members we would strongly recommend you look to recruit at least one other **member** as a priority.

It is normal for the size of the **committee** to vary. There is no restriction on the maximum number of **committee members/trustees**. But be careful that this does not become too large.

Once the **committee** has been elected you can then calculate the maximum number of co-opted members: up to 50% of the total number of elected **committee members/trustees** (clause 6.5). For example, a committee with eight **committee members/trustees** would be able to co-opt four further **committee members/trustees** (6.5).

2. CHARITABLE PURPOSE ('OBJECTS')

The **objects** (i.e., the main purposes) of the **association** must be exclusively charitable under English and Welsh law or it will not be a charity and registration will be refused by the Charity Commission. The **objects** included in this model constitution have been verified as exclusively charitable. However, your **association** should make sure that they reflect the true purposes of the **association**.

The **objects** are deliberately designed to be broad and to give an **association** the flexibility to operate over a number of years.

3. POWERS

The powers are the legal means to achieve the charitable purpose/objects (clause 2). These are designed to be flexible and give your **association** the scope to operate. Your **association** can use all of these powers but equally doesn't have to use any it considers not appropriate at any given time.

3.4 The **committee** should understand any legal restrictions on the fundraising activities the charity wants to undertake. Substantial **permanent trading** for the purpose of raising funds is not allowed. HM Revenue and Customs (HMRC) can advise on the limits for small scale trading. Where an **association** will be relying on trading to raise funds it is recommended that a separate, non-charitable trading company should be used for the purpose and specialist legal or accountancy advice sought.

3.7 This clause enables the **committee** to allocate funds for particular purposes, or as reserves. It is good practice for an **association** to maintain reserves to cover planned expenditure and to meet the kind of expenditure which may be required at short notice. But reserves shouldn't be built up without an agreed committee decision, or be excessive in relation to the amount known or reasonably estimated to be required. Funds raised must be spent achieving the **association's** objects (purpose) in a timely way.

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The following variables specific to the **association** shall be incorporated into the model constitution.

1.1 Type of Association: (please tick the appropriate box)

- Friends of the School: ☒
Home-School Association: ☐
Parent Staff Association: ☐
Parent Teacher Association: ☐
Parents' Association: ☐
Parent Teacher and Friends Association (PTFA): ☐
Other: ☐

1.2 Association name in full: FRIENDS OF OTTERHAM SCHOOL

1.3 School name in full: OTTERHAM COMMUNITY PRIMARY SCHOOL

School address: OTTERHAM COMMUNITY PRIMARY SCHOOL

Building name and/or number

Street: MARSHGATE

Town/city: CAMELFORD

County: CORNWALL

Postcode: PL32 9YW

Country: UNITED KINGDOM

1.4 The committee

The minimum number of **committee members**: 2

2. PURPOSES

The object of the **association** (the **objects**) is to advance the education of pupils in the school in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school
2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

3. POWERS

The **committee members/trustees** have the following powers, which may be exercised only in promoting the charity's purpose ('objects'):

- 3.1 To provide advice
3.2 To publish or distribute information
3.3 To co-operate with other bodies
3.4 To raise funds (but not by means of **permanent trading**)
3.5 To acquire or hire property of any kind
3.6 To make grants or loans of money and to give guarantees
3.7 To set aside funds for special purposes or as reserves against future expenditure
3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)