**St John of Jerusalem PTFA Mandate**

**Name of Organisation:**

The St John of Jerusalem Parent, Teacher and Friends Association, or PTFA.

**Purpose**

The PTFA exists to:

* Run or assist in the running of fundraising events for the school
* Provide a forum where Parents, Teachers and Friends can discuss specific issues concerning the school.

**Membership**

Anyone who is a parent, guardian or carer of a child at St John of Jerusalem school is automatically a member; anyone who is a member of staff at St John of Jerusalem school is automatically a member; anyone who is a governor of St John of Jerusalem school is automatically a member; any community member or third party who takes an active role in the day to day activities of St John of Jerusalem school can be a member with the agreement of the committee, for safeguarding purposes.

**Structure**

The Committee is made up of a Chair, a Secretary and a Treasurer. Committee members are appointed by volunteering and consensus at the AGM, or if consensus is not possible, by a show of hands of members present at the AGM. Should a Committee member stand down, a replacement will be appointed at the next meeting.

**Meetings**

* There will be 1 meeting per half term. Interim meetings can be called by agreement of members present at the previous meeting, or if the need for one becomes apparent. If a member feels a meeting is needed, they should discuss this with the Chair.
* The AGM will take place in the first meeting of Spring Term, and Committee members will be appointed at this meeting.
* A meeting is quorate if the total number of members present (including the committee) is at least twice the number of committee members. I.e. 6 or more members should be present.
* The Secretary will take minutes of each meeting and post these on the PTFA section of the school website in the week following the meeting.

**Finance**

The PTFA will have its own bank account. There will be at least 3 signatories, including but not limited to the committee members. The Treasurer will keep a note of all funds raised and submit annual accounts. For financial accountability, all funds raised should go into the PTFA bank account, but for each event, the membership should then decide what is to go straight back to school funds, and what to be held in the bank account.

**Relationship to the school**

The PTFA is closely linked to but independent of St John of Jerusalem school, its governing body and management team and structures. Committee members are appointed by the PTFA, and the financial provisions are separate. The PTFA may take advice and suggestions from the school but is not obliged to act on these. Similarly, the PTFA may advise and make suggestions to the school, but the school is not obliged to act on these either.