

The PTA shall be known as Wellington School Parent and Teachers' Association, often referred to as the WSPTA.

Aims

The overarching aim is to support Wellington School, Ayr in upholding their values and aims and encourage the whole school community to help pupils reach their full potential.

The WSPTA will do this by:

- Raising funds to support the school in its aims to benefit the education and welfare of all pupils through a variety of events and the Thrift Shop.
- Organise social events throughout the year eg. Christmas Concert, school discos, celebrations.
- Promote positive partnerships between parents, school staff and the wider community, encouraging participation to support the school and its aims.

Membership

- All parents/ carers and staff of the school, from Nursery through to S6 are members of the wider forum and are able to offer their views, opinions and/ or suggestions to the WSPTA at any time.
- The WSPTA shall consist of a minimum of 12 members and a maximum of 30 members. All staff, parents and carers are welcome to join the WSPTA, should there be space.
- Office bearers of the WSPTA shall be appointed at the AGM. They shall be elected for a one year term and be eligible for a re-election up to a maximum of a 3 year term and in exceptional circumstances longer, if voted for at the AGM.
- The office bearers will be Chairperson, Secretary, Treasurer and such others as may be required.
- Ordinary meetings of the PTA shall be held as required with no less than three but ideally four per year. Meetings may take place virtually or in person. Meeting reminders will be sent 2 weeks prior with a call for agenda items. The agenda shall be made available before the meeting.
- Each member of the WSPTA shall have one vote and resolutions shall be passed on a simple majority vote of those present. The chairperson shall have both a deliberative and casting vote and this should only be used in the event of a tie.
- The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available to all WSPTA members as soon as practically possible after each meeting.
- At all meetings of the WSPTA, 8 shall form a quorum.
- A member of the WSPTA failing to attend three consecutive meetings without reason or apology may be deemed to have retired from the committee.
- Ideally, the chairperson and one other member should have two meetings per year with the Head Teacher, on request.

Annual General Meeting

The Annual General Meeting (AGM) shall be held in March each year. The notice calling the meeting shall be sent to parents, carers and staff in the forum, two weeks in advance of meeting date. Meetings may take place online or in person, but the notice period and AGM procedures remain the same.

The business shall include –

- The work of the WSPTA over the past year (often as reports from Chairperson & Secretary)
- Report from the Head Teacher
- Approval of the verified accounts
- Discussions/ resolutions of items of business submitted members of the wider association
- Appointment of office bearers by vote
- Announcement of WSPTA committee members for the following year
- At all general meetings, voting shall be based on one vote per parent, carer or member of staff attending the meeting.

At all general meetings the quorum shall consist of 5 - 10.

Special General Meetings may be held at any time on instruction of the WSPTA, or on receipt of a requisition by the Secretary signed by not less than 10 members of the forum, stating the business for which the meeting is desired. Fourteen days notice of such meeting will be given.

Finance

- The main purpose of the WSPTA is to raise funds in furtherance of the aims of the association.
- The association may pay from the funds costs and expenses in furthering the aims of the committee.
- Members of the forum may suggest or request funds from the association to further the aims and this will be discussed, voted on, agreed by majority and minuted by the WSPTA.
- WSPTA may reimburse members out of the funds following procedures stated below.
- The funds of the WSPTA shall be lodged in Bank of Scotland.
- Our account is currently named Wellington School Association. Cheques drawn, or withdrawals made shall require the approval and signatures of at least two named WSPTA office bearers. In exceptional circumstances, where a second signatory is not sought, monies may be issued by the treasurer alone, however, the treasurer must get each transaction signed off by an office bearer and a paper record of each transaction evidenced. The treasurer shall ensure that monies are protected, money handling evidenced, and agreement sought for transfers.
- All transactions, manual and electronic, should be carefully recorded and reported at meetings by the Treasurer as well as disclosure of the current balance.
- Invoices and any expenses repayments should be signed by two people.
- The WSPTA shall be responsible for ensuring that all property/ money received by and for the WSPTA shall be applied for the aims of the WSPTA.
- The accounts for the year to end of March shall be verified by an auditor appointed by the WSPTA who shall verify an abstract of the year's income and expenditure for submission to the ensuing AGM.

Constitution

Changes or additions must be made at the AGM or an EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by no less than two thirds of all members present.

Dissolution

Should the WSPTA cease to exist, all remaining funds will be transferred to Wellington School, Ayr.

Date: November 2023

