

1st December 2017

Dear Parents and Carers,

I am writing to inform every one of the need to adopt a new constitution, or governing document as it is also known. This is probably the most important document our PTA has, as it sets out the rules and procedures by which committee members govern the association. Our original Constitution was registered with the Charity commission when the PTA was first formed, but is out of date with current laws and practices, so we must now adopt an updated version.

A constitution is a complex legal document and so the PTA-UK (the organisation of which our PTA belongs) in conjunction with its charity lawyers, has developed a model constitution, which reflects current Charity Law and good practice, and is accepted by the Charity Commission for England & Wales.

Under the charity commission rules, the adoption of a new constitution must be put before the committee and given a minimum of 21 days' notice prior to either an AGM or an EGM.

The adoption of the new constitution is to take place at a short EGM meeting held immediately prior to the scheduled PTA meeting, on the 11th January 2018.

The name of the PTA will also be amended to the PTFA (*Stoborough School 'Parent, Teacher & Friends Association'*)

Anyone wishing to comment on the adoption of the new constitution or change of name should do so prior to the 11th January 2018.

A copy of the new constitution is available on the school web site.

Kind Regards

Frank Gratton

Stoborough School PTA Chair