**Aberdeen Grammar School PTA Mission Statement 2017**

**Objective**

* To fundraise for the benefit of pupils at Aberdeen Grammar School
* To maintain flexibility in the distribution of funds, and to consider all funding requests from both pupils and teachers. This will include requests from large and small groups, and individuals.
* To keep parents and carers updated on current and planned distribution of funds.by detailing this information on the school website.

**Membership**

* Membership of the PTA is automatically granted to Parents and Carers with children attending Aberdeen Grammar. Teachers may be invited to join as co-opted members.
* Ordinary members and prospective new committee members are welcome to attend Committee meetings.
* If a PTA committee member acts in a way that is considered by other committee members to undermine the objective of the PTA, their membership of the committee shall be terminated, providing two thirds of the Committee members agree. Termination of membership would be confirmed in writing to the member.

**PTA Committee Meetings:**

* Ideally at each committee meeting there ought to be a minimum of three parent/carers of children attending the school, and at least one member of the teaching staff.
* Prior to each meeting, a Meeting Chair and Minute Secretary should be nominated by the committee, and an Agenda set and distributed.
* The PTA committee shall meet at least 3 times per year to discuss appropriate business.
* The minutes of each committee meeting shall be added to the school website.

**Office Bearers**

* The post of Treasurer will be elected by the committee, at the start of an academic year, and will normally run for two years. However, if the post becomes unexpectedly vacant, the committee has the power to appoint an interim Treasurer.
* Parents and carers will be advised by Groupcall and on the school website, when the Treasurer post is up for renewal. Nominations for the post of Treasurer will be welcome from parents and carers.
* Additional Office Bearers may be elected by the committee at any time.

**Parent Council AGM**

The PTA is a sub-group of the Parent Council, and will present its externally audited accounts, and report on its activities, annually at the Parent Council AGM.

**Finance**

* The Treasurer will manage the PTA bank account.
* PTA bank withdrawals will require the signature of two named committee members.
* The PTA may raise funds by any legal means other than borrowing.
* The PTA may apply for grants and may receive gifts.
* The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this at each PTA committee meeting.
* The PTA bank account will be externally audited by a person agreed by the committee, annually prior to the Parent Council AGM.
* The PTA committee is responsible for ensuring that all monies raised are used to meet its objectives.

**Changes to the Mission Statement**

* Any changes to the Mission Statement must be made at a meeting called for this purpose.
* Notification of the date, time and place of any such meeting must be made to parents and carers via Groupcall or letter ideally one month in advance of the meeting.
* Notification of any changes made to the Mission Statement will be displayed on the Aberdeen Grammar School Website.

**Dissolution**

* In the event that the PTA committee ceases to exist, any remaining monies in the PTA bank account will be given to Aberdeen Grammar School for the benefit of its pupils.