

The Sixth Form Centre PTFA

(The 'Association')

in Guernsey

Guernsey Charity Registration:

Effective from: 2026

Association Details

Type of Association: Parent Teachers and Friends Association.

Association name in full: The Sixth Form Centre PTFA.

Beneficiary: Students of The Sixth Form Centre

The Sixth Form Centre's Address: Rue du Galaad, Castel, Guernsey, GY5 7FL

The committee: The minimum number of committee members = 3

Three must be appointed as the Chair, the Secretary and the Treasurer. These positions, including the Principal of The Sixth Form Centre will be collectively known as the executive committee.

Two of the executive committee must be added as signatories on the PTFA bank account and will be the main contact with the bank and must ensure the bank has up to date contact information at all times. The treasurer must not hold any other roles and must be unconnected to the chairperson and/or the secretary, to ensure independent oversight.

Roles of The Executive Committee

The role of the Chairperson

- Leading the board;
- Ensuring smooth running of board meetings;
- Promoting good governance among fellow charity trustees;
- Providing supervision and support to the manager/CEO (where applicable);
- Acting as a figurehead or spokesperson where required

The role of the Treasurer

The treasurer responsibilities should include reporting to the governing body and all payments should have dual signing authority or unconnected recorded dual authorisation. Records must be kept for six years, secure and recoverable.

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

The role of the Secretary

- Oversee the compliance of the organisation and ensure the organisation is aware of its legal responsibilities including keeping the Charities Register up to date.
- To ensure that committee meetings are properly administered.
- To ensure other meetings, such as the AGM, and events are properly administered.
- Keep membership records up to date (unless there is a membership secretary as well).
- Monitor committee member action points.

2. PURPOSES ('Objects')

The object of the Association (the objects) is

To support and enhance the education and overall school experience of our young people.

To work to build and strengthen effective relationships between staff, parents, and the wider school community, creating a supportive and collaborative environment for everyone involved.

By fostering open communication and mutual understanding, the PTFA helps bring people together in ways that benefit the school as a whole.

It also raises funds through events and initiatives to provide equipment and enhanced experiences and opportunities that enrich learning, promote wellbeing and support the school's work and helping every pupil, present and future, to thrive and achieve their full potential.

3. POWERS

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

- To raise funds, but not by means of permanent trading;
- To set aside funds for special purposes, or as reserves against future expenditure;
- To take out public liability and personal accident insurance to cover all Association meetings, activities, committee members, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required;
- 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);
- To provide advice;
- To publish or distribute information;
- To co-operate with other bodies;
- To acquire or hire property of any kind;
- To make grants or loans of money and to give guarantees;
- To employ paid or unpaid agents, staff or advisers;
- To enter into contracts to provide services to or on behalf of other bodies;
- To pay the costs of forming and maintaining the Association;
- To obtain and pay for goods and services as are necessary for carrying out the work of the Association;
- To consult students and parents on their views;
- To open and operate a bank account or other accounts as the committee members consider necessary;
- To do anything else within the law that promotes the objects of the Association, but the committee shall not undertake any activity within the The Sixth Form centre' premises without the consent of either the Principal or senior leadership team;

4. MEMBERSHIP

Membership of the Association shall be open to all students, past and present, all teaching and non teaching staff currently employed by The Sixth Form Centre, parents/guardians/carers with children attending The Sixth Form Centre. Past parents/guardians/carers, grandparents, wider family members, friends of the The Sixth Form Centre ancillary staff and Governors may be accepted as "friends" (hence P.T.F.A.) and shall be entitled to full membership.

Membership is terminated if:

- the member dies;
- the member resigns by email, text, message on the WhatsApp Community or written notice to the Association;
- the committee members may for good reason, regardless of whether or not this is at the request of the governing body, or the Principal or senior leadership team, exclude any person from membership, or from attending an event whose presence at or support of The Sixth Form centre is deemed a danger to The Sixth Form centre or its students or staff or might bring the Association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal or by telephone call from one of the executive committee or email/text message of their right to respond within 5 clear working days, and the matter has been considered in light of any representations made. The executive committee has the right to expel any person not seen fit to adhere to the objects of the Association.

5. GENERAL MEETINGS (General & Extraordinary)

All members are entitled to attend any general meeting of the Association. Meetings can be held physically, or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee, organised prior to that meeting via WhatsApp, in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, the taking of minutes and quorums.

All general meetings are called by giving 21 clear days written notice of the meeting to the members, or by verbal confirmation at the previous meeting, or by one weeks notice on the community WhatsApp group.

The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.

There is a quorum at a general meeting when the total number of members present (including committee members) exceeds five persons. The only exception would be at a general meeting where the Association is being dissolved.

The Chair or (if the Chair is unable or unwilling to do so) some other committee members elected by those present is in charge of a general meeting. Except where otherwise provided in this constitution (Dissolution), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting. Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

The Association must hold a general meeting within 2 months of the first day of the academic school year (at the start of September) and the accounts for the previous financial year must be presented at this AGM. Thereafter, an Annual General Meeting (AGM) must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

At an AGM the members:

- receive the annual accounts of the Association for the previous financial year end;
- receive verbally the reports of the Association from the committee members on the Associations activities since the previous AGM;
- Committee member elections;
- As required, appoint an independent examiner or auditor for the Association;
- Confer, if so desired, on any individual (with their consent) an honorary title of Patron, President or Vice-President of the Association
- Discuss and determine any issues of policy or deal with any other business put before them.

A general meeting may also be called for special or extraordinary reasons, called an extraordinary general meeting ('EGM'). In addition to being called by committee members, these can be called by members of the Association. This requires a request in writing to the committee from 5 or more members. As a result, the committee must call an EGM (give all members of the Association notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This time frame is designed to make allowances for The Sixth Form Centre holidays.)

6. THE COMMITTEE

All members of the committee are trustees of the charity and have control of the Association, its property and funds. The committee members are referred to in this document as committee members.

Committee members must be aged 18 or older and shall be elected at the AGM and shall hold office until the next AGM.

All committee members, except those who are co-opted, must be members of the Association.

Committee members shall have the power to co-opt committee member at any time, and co-opted committee members shall serve until the date of the next AGM.

The number of co-opted committee members must not be more than 50% of the total number of committee members.

Nominations for election to the committee may be made by any member of the Association and seconded by another. Such nominations must have the consent of the nominee.

Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the

AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

A committee member (whether elected or co-opted) automatically ceases to be a committee member:

1. if they are disqualified from acting as a charity member in accordance with Guernsey's charity laws and regulations;
2. if the committee receives a written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
3. if they are absent from three consecutive meetings of the committee without prior notification to the Secretary;
4. if they cease to be a member of the Association;
5. if they resign by written notice to the committee but only if at least two committee members remain in office;
6. if they are removed by a resolution passed by a majority of other committee members. Removal is not effective until the committee members concerned has been notified in writing or verbally or by WhatsApp message of the proposal and their rights to respond within 14 clear days and the matter has been considered in light of any representations made.
7. for gross misconduct

All committee members shall be entitled to reimbursement of reasonable out-of-pocket expenses, not including hotel and travel costs, actually incurred in the administration of the Association.

A retiring committee member is entitled to an indemnity from the continuing committee members at the expense of the Association in respect of any liabilities properly incurred while they held office.

A technical defect in the appointment of a committee member of which the committee is unaware at the time does not invalidate decisions taken at a meeting.

Duties and powers of the governing body, including-

1. a requirement for managing officials to be persons of integrity and probity who have suitable and appropriate skills and experience
2. a duty to act in good faith at all times, with a general duty of care
3. a duty to act only in accordance with the powers afforded by the Constitution
4. a duty to ensure that there are measures in place to enable the charity/NPO to achieve its purpose and mission or objectives effectively, to fulfil its other obligations under its constitution and to discharge any legal obligations to which it is subject
5. a duty to review the activities of the organisation, as well as its own performance, from time to time to ensure that the charity/NPO continues to achieve its purpose and objectives effectively, to fulfil its other obligations under its constitution, and to discharge any legal obligations to which it is subject, as required by Regulation 11 "Reviews".
6. a duty to take all reasonable measures with the objective of ensuring that the financial position of the charity/NPO is satisfactory and prudent for the purposes of the organisation's mission or objectives

7. COMMITTEE MEETINGS

The committee must hold at least three meetings every academic year. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.

A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the Association.

The Chair or, if the Chair is unable or unwilling to do so, some other committee members chosen by the members present is in charge at each committee meeting.

Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is in writing and signed by all committee members is equally valid.

Except for the Chair of the meeting, who has a second or casting vote every committee member has one vote on each issue.

8. POWERS OF COMMITTEE

The following powers are available to the committee to help run the Association:

- I. to delegate any functions of the committee to sub-committees. These must consist of two or more persons appointed by the committee but at least one member of every sub-committee member must be a committee member. All sub-committee proceedings must be promptly reported to the main committee.
- II. to make rules consistent with this constitution about the committee and sub-committees.
- III. to govern proceedings at general meetings and generally about the running of the Association including the operation of bank accounts and the management of funds.

9. PROPERTY AND FUNDS

The property and funds of the Association must only be used to fulfil the objects.

Committee members can enter into contracts with the Association for the provision of goods and services to the Association (but not contracts of employment with the Association) provided that:

1. the maximum amount is set out in writing and is reasonable for the services provided.

2. the committee members are satisfied that the agreement is in the interests of the charity before entering into the agreement.
3. the total number of committee members entitled to such remuneration is in the minority from time to time.
4. whenever a committee member has a personal interest in a matter to be discussed at a meeting the committee members must:
 - a) declare the interest prior to any discussions begin on the matter;
 - b) recuse themselves from that part of the meeting, unless expressly invited to remain in order to provide information;
 - c) not be counted in the quorum for that part of the meeting;
 - d) withdraw during the vote and have not vote on the matter.

10. Records & Accounts

The committee must comply with the requirements of Guernsey's charity laws and regulations and any other amendments thereafter, The Guernsey Registry or any substantial re-enactment as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Guernsey Registry of:

- a) annual reports;
- b) annual returns;
- c) annual statements of account.

The committee must keep secure and recoverable records for 6 years of :

- a) all proceedings at general meetings.
- b) all proceedings at committee meetings.
- c) all reports of sub-committee meetings.

Annual reports and statements of accounts relating to the Association must be made available for inspection by any member of the Association.

The committee must notify the Guernsey Registry promptly of any changes to the Association's entry on the Register of Charities.

11. NOTICES

Notice of any general meeting of the Association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the Association to its members, or on the WhatsApp community of the Association. Notification by hand may include distribution to parents, guardians and carers via their child with or without other communications from The Sixth Form centre.

The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.

A technical defect in the giving of notice which the members or committee members are

unaware of at the time does not invalidate decisions taken at a general meeting.

12. AMENDMENTS

This constitution may be amended at a general meeting of the Association by a two-thirds majority of the votes cast but:

- a. The members must be given 21 clear days' notice of the proposed amendments.
- b. No amendment is valid if it would make a fundamental change to the charitable purpose, (objects)/clause 2 or destroy the charitable status of the Association.
- c. A copy of any resolution amending the constitution must be sent to the Guernsey Registry within 21 days of it being passed.

13. DISSOLUTION

The Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the Association.

The net assets will be given to The Sixth Form centre for the benefit of the students of The Sixth Form centre. In the event of The Sixth Form centre closing any remaining funds could be distributed to a neighbouring Sixth Form centre or school as selected by the committee.

If it is not possible to dispose of assets then the assets can be given to another charitable cause provided that the cause is within the objects of the Association.

The committee members must notify The Guernsey Registry within the legally required timescale that the Association has been dissolved. The committee member must comply with any request from the Guernsey Registry including providing the association's final accounts.

14. GLOSSARY OF TERMS

In this Constitution:

- address: means a postal address or, for the purposes of electronic communication, i.e., an email address, or a text message number in each case registered with the charity.
- AGM: means an annual general meeting of the members of the Association.
- The Association: means the charity comprised in this constitution.
- The Chair: means the Chairperson of the Association elected at the AGM.
- Clear day: means 24 hours from midnight following the triggering event.
- The committee: is the governing body of the Association and includes all elected and co-opted committee members.
- Committee member(s): means a member of the committee elected at the AGM by the membership.
- Co-opted committee member: means a member of the committee appointed by the

committee members are the named officials for the charity on The Guernsey Registry.

- EGM: means an extraordinary general meeting of the members of the Association and which is not an AGM.
- Fundamental change: means a change that would not have been within the reasonable contemplation of a person making a donation to the Association.
- General meetings: means any AGM or EGM (see above).
- Governing body: means the governing body of The Sixth Form centre.
- Principal: means the Principal, executive head or Principal of The Sixth Form centre.
- Senior Leadership Team means any other member of the senior staff at The Sixth Form centre.
- Member and membership: refers to members of the Association.
- Months: means calendar months.
- The objects: means the charitable objects of the Association.
- Permanent trading: means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the objects.
- Written or in writing: refers to a legible document on paper including an electronic communication (email) where the member or co-opted committee member has agreed to receipt of notices by electronic means, or notification on the WhatsApp community.
- Year: means calendar year unless otherwise specified.

ADOPTED AT A MEETING HELD AT

The Sixth Form Centre

ON

2026

NAME: (CHAIR)
OCCUPATION:
SIGNATURE

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WITNESS NAME: (SECRETARY)
ADDRESS:
OCCUPATION:
SIGNATURE

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