



September 2018

Welcome back to a new school year, and welcome to all new families joining us this term. I hope you have had a lovely summer and look forward to meeting you at some of our up-coming events.

We are always looking for new members on the committee, either on a formal basis or as one of our helpers. Both are equally important – the first to help make decisions and plan, the second without whom the events couldn't run. You're more than welcome to do both! Members may be parents, carers and guardians of pupils currently at the school, teaching and non-teaching staff currently employed by the school, plus anyone else wishing to offer appropriate support or help to us, e.g. grandparents or members of the local community.

We have our annual AGM on Tuesday 18th September at 7pm. Food and refreshments will be available and we would like to invite you to come and hear about last year's successes. There will also be the election of officers – Chair, Vice-chair, Secretary and Treasurer. More details are attached should you wish to stand.

Following the AGM, we will have our first meeting of the new school year and will be planning our events for the year. If you have any ideas please let me know. You can email me or drop a note in our suggestion box in the front entrance.

Thanks for your continued support.

Sarah Holland

Sarah Holland
Chair of The Friends of School

ROLE OF CHAIR

The Chair directs meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

Duties and key responsibilities

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Writes the annual report for the association (with the Secretary)

ROLE OF VICE-CHAIR

The vice-chair supports the chair in all the areas listed above and stands in when the Chair is unavailable.

ROLE OF SECRETARY

Main purpose of the role – the Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

Duties and key responsibilities

- Prepares for meetings (with the Chair)
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

ROLE OF TREASURER

Main purpose of the role

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

Duties and key responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).