

PTA – AGM MEETING

Dear Parents, Teachers & Carers,

Further to last week's school Newsletter, the PTA Committee would like to invite all parents, carers and teachers to attend our AGM on **Wednesday 4th October at 7pm** in the school hall. Wine and nibbles will be provided by the Committee. We can guarantee that the meeting will be short and sweet as it's followed by the Pine Read, Write, Inc session at 7.30!



The brief agenda is as follows:

- Chair's Report
- Treasurer's Report
- Head's Report
- Committee roles nominations and voting
- Date of next meeting

As a parent at The Firs, you are automatically a member of the PTA, but this meeting will provide an opportunity for parents to play a more active part. The PTA welcomes new members who may have new and refreshing fundraising ideas – rest assured, we are a very friendly bunch! You will not be hounded to be on the committee or do more than you want to do, but by attending the meetings you'll be able to have your say about how the PTA is run and what events we run for your children throughout the year.

The four main roles of the Committee (being the Chair, Vice Chair, Treasurer and the Secretary) will also be nominated and voted for at this meeting. Our Chair and Vice Chair will be stepping down this year, but all positions will be re-voted. Please find attached a summary of each role.

Far more important than the Committee itself is our list of willing volunteers – these are people who can help out at one or all of the events throughout the year—i.e. to supervise school discos, help sell raffle tickets, help with teas & coffees or bar, help on a stall etc. If you would like to put your name down as a volunteer, please return the slip below to the green PTA box in the school's main reception.

We look forward to seeing some new faces on **4th October at 7pm**. If you have any queries at all, don't hesitate to contact Jo on 07889 520552 or firslowerpta@gmail.com

Best wishes

Steph Fisher
Chair
(Jess, Yr2)

Sarah Campbell
Vice Chair
(Lorna Yr 3 & Scott, Yr1)

Danine Maskill
Treasurer
(Bella, Yr4 & Remy, Pine)

Jo Freeman
Secretary
(Henry, Yr2 & Lois, Pine)

I would like to like to be a volunteer member of the committee.

Name of Parent:

Child's Name & Year:

Contact Number and E-Mail Address:

Please return to the green PTA box on the right hand side in the school's main reception.

Committee Role – Chair (Vice Chair will provide back up support for this role)

The Chair provides leadership for the Committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the committee so that everyone feels involved. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions. Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with either the Treasurer or Secretary or other elected committee member.

Committee Roles – Secretary

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly. The secretary should liaise with the school Secretary for distribution with school mailings to parents.

As well as dealing with correspondence following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events. The Secretary will make arrangements for the Annual General Meeting and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member.

Committee Roles – Treasurer

A key responsibility for all committee members is to manage and control the funds the association raises. Although all the committee members have equal responsibility for the control and management of funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should maintain a record of all income and expenditure. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events.

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

The Treasurer should also be involved in pursuing charitable status and Gift Aid.