

**Northway Primary and Nursery School
Parent Teacher Association
Parentkind registration No. 16718**

Date: 02 October 2019

Dear Parents,

PTA Annual General Meeting (AGM)

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school.

We would like to give notice of the AGM of the Northway PTA, to be held on **Thursday, 10 October 2019**. It will be held in the Sycamore Suite starting at **3PM**.

The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. It is essential to ensure committee nominations to guarantee the continuance of the fundraising initiatives of the PTA, which include the school discos, film nights and summer fair. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please contact Catherine Hazley, Secretary of the Northway PTA at the email address listed below. Please find attached a description of the roles and responsibilities.

Please return the slips below as soon as possible, or by **9 October 2019** at the latest to Mrs Clay at the school office or email the PTA email address NorthwayPTA@hotmail.com. Nominations will also be accepted during the AGM. If nominees would like to include a personal statement (limited to 100 words) please include that with your nomination slip.

We look forward to seeing you on the 10th.

Kind Regards,
Northway PTA



NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]

Nominated by Seconded by
[Please sign and print name] [Please sign and print name]

I (nominee name) agree to my nomination for the position of

Signed

Date

Nominated Role	Chair	Secretary	Treasurer
<i>Role description</i>	The Chair directs your 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).	The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).	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.
<i>Key responsibilities</i>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Making sure that the association is GDPR compliant • 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 	<ul style="list-style-type: none"> • 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 all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA. • 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

	<ul style="list-style-type: none"> • 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) • Can be a signatory on the PTA bank account (along with at least one other committee member) • Making sure the association is GDPR compliant 		<p>annual return.</p> <ul style="list-style-type: none"> • Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).
<i>Key skills</i>	<ul style="list-style-type: none"> • Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak. • Ability to remain impartial – make sure contributions are brief and ensure everyone’s views are respected. • Calm, friendly and approachable – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome. • Organised and able to delegate – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed. 	<ul style="list-style-type: none"> • Organised and efficient – keeps accurate records in a format that can easily be handed over to successor. • Good listener – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes. • Calm, friendly and approachable –able to communicate confidently with the school and committee. 	<ul style="list-style-type: none"> • Basic understanding of book keeping – able to maintain accurate records of income and expenditure. • Organised with an eye for detail – big events involve counting a lot of small change. The Treasurer leads the ‘money’ team, making up floats and collecting money from various stalls. • Calm, approachable and a team player – it’s a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.