



Northway Primary and Nursery School

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Friday 12th February 2021

Dear Parent / Guardian,

Re: **P**arent **T**eacher **F**riends **A**ssociation of **N**orthway

As a School we are very excited to share that we are re-launching our PTA to include 'Friends'... PTFA. To make this work, **we really need you!**

A PTFA is a great way to bring together parents, teachers and our local community to raise funds and to support the school. As a member of the PTFA, meetings are arranged to decide what the association wants to achieve for school over a year and then to start planning exciting family and parent events to raise funds that go directly to enhance the experience of every Northway child. A PTFA is as much about **fun engagement** as it is about **fundraising** but fun and fundraising are the two core aims.

Communication / Email

We have a new email address: PTFA@northway.liverpool.sch.uk. Once we have an elected Chair and Secretary they will have access to this new address which will allow communication to be smooth. This email is not for general school communication but for anything related to the PTFA and its events. The PTFA will not be able to answer any general questions regarding school or classes. Very soon we will also have a brand new Twitter, Facebook and Insta account to keep everyone updated with PTFA news. *All other social media and email accounts are no longer associated with Northway Primary and Nursery School.*

How to get involved

As a parent at Northway, you are all automatically members! This is fantastic news! This will give you access to many events and experiences during the year as well as the opportunity to become an elected member of the PTFA. Would you like to apply to become an Officer:

- 1 **The President** (Head Teacher of the School)
(the Headteacher will also appoint a nominated teacher to sit on the PTFA Committee to liaise with School and the PTFA)
- 2 **Chairperson**
- 3 **Secretary**
- 4 **Treasurer**
- 5 **Social Media Officer**

The Office Holders will be elected at the Annual General Meeting (Emergency AGM – Tuesday 16th March 2021 at 6.30pm on Zoom). Office Bearers will hold office for two years, being eligible for re-election.



Northway: Together we can achieve anything
All Learners, All valued, All achieving...All the time



Job descriptions – From Parent kind

The Chair of the PTFA

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 if you are Charity registered).

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 registered
- Ensures any decisions made are clear, fit the objects of the association and by agreement of the committee as per your constitution.
- The Chair cannot make decisions alone - all decisions are made by the committee as a whole.
- 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

Key skills

- 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.



The Treasurer of the PTFA

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 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 annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).
- Ensure you have read a copy of your associations Insurance Policy Summary, detailing cash cover and adhere to any guidelines.
- Review financial statements every month.
- Financial Position reporting is a standing monthly agenda item.
- More than one person can access bank statements online.
- If you have online banking or have opted out of receiving paper statements, consider getting paper statements reinstated from the bank to feature in monthly update.
- Fully review financial position at least quarterly.
- Check all expenses and receipts tally to Balance Sheet / Accounting software.
- Adopt an acceptable, universally agreed financial thresholds (see suggested matrix below).
- Ensure proper financial reporting routines are observed and understood by all members.
- **Important:** Charity law requires all charity trustees to prepare annual accounts for their charity.
- These accounts are subject to an independent review.



The Secretary of the PTFA

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
- 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

Key skills

- 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.

The Social Media Officer of the PTFA

Main purpose of the role

The Social Media Officer supports the Association to build effective social media communication links between the school, the association and wider community and maintains a watchful eye on all social media interactions.



Role of Committee member

All committee members are elected by the members of the association at the AGM and hold their position for one year until the next AGM. They must be members of the Association, to be nominated and elected for the role.

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. All other members elected to the committee are Ordinary Committee members, whether they have titles will be down to the committee to decide.

The Ordinary committee members are equally legally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity, if your Association is a registered charity, and can be signatories on the bank account.

As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association.

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role.

Committee members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-Ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a Class Representative.

Sub-Committees are often used to organise key events such as the Summer Fair, Ladies Pamper Evening or Christmas Gift Sale. A sub-committee always has to have a committee member involved, who can report back to the committee.

It's made up of committee members (at least one) and members (your regular volunteers) and always has to have a committee member involved who can report back to the committee, the committee members still have overall responsibility and will still have to make any final decisions.

**IF YOU ARE INTERESTED – PLEASE STAND AND BECOME NOMINATED TO BE ELECTED
WE NEED YOU!**

**Nomination sheet will be sent in a new document
to return to PTFA@northway.liverpool.sch.uk**

**Northway: A School that Safeguards children
Together we can achieve anything - All learners, all valued, all achieving, all the time**



Safeguarding

As a member of the PTFA you will agree to and have a duty of care in regard to Safeguarding and Child Protection. Whilst assisting at PTFA events, Safeguarding Policies, including GDPR (Data protection) must be adhered to.

And finally...

We want to encourage everyone to support our PTFA either as an elected Officer, Committee Member or Association Member. The higher the profile of the PTFA, the more opportunities the children of Northway will benefit from. **We would love to encourage new members and newer parents to school to stand, as well as our older friends.** Everyone is important and the enthusiasm of all is required!

School will be taking a real interest in our PTFA and working together with the Committee will ensure that **'together, we can achieve anything.'**

Yours sincerely,

MJ Hargreaves
Headteacher