



## FRIENDS OF ETTINGTON SCHOOL

Registered Charity No. 1114040

Dear Parents/Carers,

13<sup>th</sup> November 2018

### Friends of Ettington School Annual General Meeting (AGM)

We hereby give notice of the AGM of the Friends of Ettington School, to be held in the school library on Friday 30<sup>th</sup> November. The meeting will commence at 2 pm.

The Friends of Ettington School are an enthusiastic group of parents, supported by staff and many helpers who play a vital part in the school community, giving their time to arrange an exciting range of events over the year to raise money for the school.

All parents are invited to support the AGM, which will highlight the work that FoES have achieved in the last 12 months and provide the opportunity to hear how the funds raised have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PTA Committee to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM for anyone wishing to stand as a Committee member. Current (outgoing) Officers are:

- Chair: vacant
- Treasurer: Amy Aggiss (stepping down)
- Secretary: Rennie Boreham (stepping down)

Role descriptions are attached. We are paid up members of Parentkind, the **leading membership organisation** for parent teacher associations in England, Wales and Northern Ireland, and Committee Members can request online access to this complete UK PTA toolkit to support them in their roles.

The AGM will be followed by a meeting to discuss forthcoming events and activities for the year. If you would like to meet other parents and be part of the FoES team, have ideas for us to provide something new or if you are willing to help at future events, please do come along.

Please complete the attached nomination form and return to the school office by **Wednesday 28th November 2018**.

If you would like any further information about what is involved in being a Committee Member, please speak to/contact the current Administrator of FoES Tiffany Spittle ([tiffany.spittle@hotmail.com](mailto:tiffany.spittle@hotmail.com)) or Treasurer Amy Aggiss ([amylingard@yahoo.com](mailto:amylingard@yahoo.com))

We look forward to seeing you on 30<sup>th</sup> November.

Warm regards,

Tiffany Spittle and Amy Aggiss

Friends of Ettington School

**NOMINATION FOR FRIENDS OF ETTINGTON SCHOOL COMMITTEE AND CLASS REPS**

The FoES Officer roles for the academic year 2018/2019 are vacant. Volunteers are needed to ensure that the financial contributions from the Friends of Ettington School for valuable additional resources are maintained.

NAME.....

EMAIL.....

I would like to nominate myself for the position of:

Chair

Vice Chair

Treasurer

Secretary

Ordinary Committee Member

(Please circle as appropriate)

I would like to become a Class Representative for Class.....

**CLOSING DATE: END OF DAY ON WEDNESDAY 28<sup>th</sup> November 2018**

Please give your completed form to the school office.

## Why do we have a PTA?

Our PTA is about much more than simply fundraising. It exists to provide closer links between home and school, and is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal.

**All parents are automatically members of the Friends of Ettington School (FoES) when their child joins in Reception**

## How do we raise money?

The majority of funds are raised through the events and initiatives we run. In 2017/2018, our events raised in excess of £8,800.

- Festive Fun
- Grand Raffles
- School Discos
- Christmas, Mothers' Day and Fathers' Day Gift Shops
- Event refreshments
- Cake, ice lolly, book and second hand uniform sales
- Race Night
- Village Breakfast
- Sports Day T-shirts
- Teacher in Jail Day
- Big Summer Festival
- 100 Club Prize Draw
- World Cup screenings

## What happens to the money raised?

The money we raise impacts massively on the opportunities and experiences of all the children at school.

FoES donated nearly £4100 to school for the following resource requests:

- Pantomime trip subsidy
- Defibrillator cabinet
- Listening stations and audio books
- 6 classroom visualisers
- Sensory garden materials
- Library shelving
- Eco Council budget

A further £6500 has been ringfenced:

- £3000 for Forest School
- 7 x £500 classroom resource budgets

As well as some of the old favourites, new events for 2018/2019 have included/will include:

\*Rainbow Run \*Wreathmaking Workshop \* Break The Rules Day \* \* Joules Fashion Event \*

## How can you help?

Involvement can be on a formal or informal basis:

- as an elected Officer (we are seeking a new Chair, Secretary and Treasurer to head up the team)
- as an elected Ordinary (or Other) Committee Member
- as an ad hoc volunteer in support of the more formal elected committee, helping with events/socials from putting forward ideas through planning to helping set up and/or manning a stall on the day
- as a Class Representative, helping raise awareness of events, recruiting volunteers and feeding back any ideas from families in your year group to the committee

## Meetings

Meeting times have varied over the years depending on the availability of committee members and volunteers at any given point, but the recent consensus has been for a 2 o'clock meeting on a Friday afternoon at school.

If you can't attend regular meetings, there are always jobs that can be done from home or behind the scenes. All help is welcome and appreciated!

For more information, or if you would like to get in touch, please:

- find Amy Aggiss (outgoing Treasurer) or Tiffany Spittle (FoES Acting Chair) on the playground or contact us by email: [amylingard@yahoo.com](mailto:amylingard@yahoo.com) / [tiffany.spittle@hotmail.com](mailto:tiffany.spittle@hotmail.com)
- leave a message for FoES with the school office
- consult the FoES noticeboard on the large playground
- visit our Facebook page: FoES – Friends of Ettington School (currently migrating to a new closed group "Friends of Ettington School (FoES)")

## MEETINGS

Look out for posters on the school fence/FoES noticeboard, keep an eye on the school newsletter and the FoES Facebook page/group, and look out for texts for the dates of FoES meetings

## CALENDAR OF EVENTS 2018/2019

(Some dates may be subject to change)

### AUTUMN TERM 2018

Thurs 18<sup>th</sup> Oct, 8 -10 p.m.: FoES Wine and Nibbles Welcome Social, Small Hall, Ettington Community Centre

Fri 19<sup>th</sup> Oct, 3.15 – 3.30 p.m.: Year 5 Cake Sale, school playground

Mon 12<sup>th</sup> Nov: Christmas Raffle launch

Fri 16<sup>th</sup> Nov: Year 4 Cake Sale

Fri 23<sup>rd</sup> Nov after school: Glo Disco

Thurs 6<sup>th</sup> Dec: Wreath Making Workshop, evening, Ettington Community Centre

Fri 7<sup>th</sup> Dec, Christmas Games, 3.30 p.m. – 5.30 p.m. at school

December evening(s), Wellesbourne Lions Santa Float – adult volunteers required

### SPRING TERM 2019

Fri 25<sup>th</sup> Jan: Year 3 Cake Sale

Fri 15<sup>th</sup> Feb: Valentine's Disco

March: Mothers' Day Shop

March: Race Night

Fri 22<sup>nd</sup> Mar: Year 2 Cake Sale

### SUMMER TERM 2019

April: Break the Rules Day

April: Joules Shopping Event

Fri 17<sup>th</sup> May: Year 1 Cake Sale

Fri 24<sup>th</sup> May: Summer Disco

June: Fathers' Day Shop

Fri 28<sup>th</sup> June: Reception Cake Sale

Sat 6<sup>th</sup> or 13<sup>th</sup> July: Big Summer Festival

## Role of Chair

However informally or formally your PTA operates, it's best practice to have the role of Chair filled. If your Chair leaves mid-year, or you're finding it difficult to recruit someone into the role, the job can be done by other committee members taking it in turns to chair your meetings.

### Main purpose of the role

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).

### 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)
- Can be a signatory on the PTA bank account (along with at least one other committee member)

### 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.

Reviewed: October 2016

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Bringing together home & school

## Role of Committee member

All committee positions 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, whether it be a PTA, PSA, PTFA or Friend Association, to be nominated and elected for the role.

The committee is made up of Officers and Ordinary 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 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.

Ordinary 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 and these could be managed by Ordinary Committee members reporting back to the Officer Committee members.

Reviewed: March 2018

## Role of Secretary

As one of the three key committee roles, it's best practice to have the role of Secretary filled. If you are finding it hard to recruit, you could consider splitting the duties between two committee members.

### 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

### 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.



## Role of Treasurer

Although all committee members have equal responsibility for the control and management of PTA funds, the treasurer has an important role, making sure these duties are carried out properly.

### 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).

### Good Financial Governance Practices

- Review financial statements every month.
- Financial Position reporting is a standing monthly agenda item.
- More than one person can access bank statements online.
- Consider getting paper statements reinstated from 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 .

## Suggested Financial Practice Matrix

Thresho Id	PTA Action
Under £5	Receipts required and retained for future use / inspections
£5 - £50	Bank Mandate rules apply - 2 from Bank Account Mandate signatories to sign, receipts and invoices retained for review
Over £50	Bank Mandate rules apply - 2 from Bank Account Mandate signatories to sign; receipts and invoices retained for review, all items above £100 reviewed and evidenced on statements; recorded at monthly meetings for visibility

## Key skills

- **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.

For more Treasurer’s information, [read our good practice guide for Treasurers](#).

Reviewed: June 2018