



School Parent Family Association

0121 675 6028

Co-Chair: Juliette O'Donnell

Co-Chair: Kelly Thompson



SS Peter & Paul Catholic Primary School, Kingsbury
Road, Birmingham, B24 9ND



spfa@ssptrpl.net

Registered Charity: 1172005



Follow us: [SSPP Fundraising Page](#)

SS Peter & Paul, School Parent & Family Association (SPFA) brings together families, staff and pupils to support our fantastic school!

SPFA AGM 2021

October 2021

Dear Parents and Carers

The SPFA AGM will be held this year on Tuesday 2nd November 2021 at 18:30pm at the Hollyfields Sports and Conference Centre (The Gas), Woodacre Road, Birmingham, B24 0JT

- We will receive the Chair and Treasurer reports for the period April 2021 – November 2021
- Review and discuss SPFA fundraising for the period April 2021 – November 2021
- Review the Constitution document (ParentKind January 2018) roles and responsibilities
- Elect a new committee to represent the SPFA for the current academic year 2021/22

Everyone is welcome to attend. We always welcome fresh faces on the committee and at SPFA meetings, bringing new ideas and a broader representation of the school parents. If you are interested in contributing as a member of the committee please contact us on:

spfa@ssptrpl.net

We are very grateful that the following parents have indicated a desire to stand to be your committee but if you see an interesting role or wish to get involved please do put yourself forward for a role.

SPFA Committee 2020/2021

Opportunities in orange

				Committee 2020/21	
	Committee Roles	Non-Committee Roles	New Committee Role (2021/22)	Standing for Re-election	New Nominees
1	Co-Chair		Juliette O'Donnell	Juliette O'Donnell	
2	Co-Chair		Kelly Thompson	Kelly Thompson	
3	Secretary				
4	Treasurer			Marta Kalembe	
5		School/Teacher Representative		Mrs E Calvert-Lyons	
6		Charity Administrator		Marta Kalembe	
7		Treat Sales Organiser		Sarah Nelson	
8		Second Hand Uniform Organiser		Emilia Maria	
9		Lucky Numbers Coordinator		Marta Kalembe	

10		Lucky Numbers Coordinator			
11		New Uniform Suppliers Coordinator		Katie Wiggins	
12		Independent Examiner of Accounts			
13		Donations Co-ordinator (Non-Committee Role)			
14		Reception Class Parent Rep (Non-Committee Role)		Selina Conway	
15		Year One Class Parent Rep (Non-Committee Role)		Joanne Mallinder	
16		Year Two Class Parent Rep (Non-Committee Role)		Rebecca Franklin	
17		Year Three Class Parent Rep (Non-Committee Role)		Sarah Nelson	
18		Year Four Class Parent Rep (Non-Committee Role)		Zoe Santos	
19		Year Five Class Parent Rep (Non-Committee Role)		Elaine Eannetta	
20		Year Six Class Parent Rep (Non-Committee Role)		Katie Wiggins	

All roles and responsibilities can be found attached. All roles and responsibilities are aligned to the ParentKind Constitution and guidance.

It is particularly important that we identify the roles highlighted in the above table.

Even if a role on the committee doesn't appeal to you, don't forget the SPFA meetings are for everyone and anyone can attend. You don't even have to say anything; you just need to have the desire to want MORE for our children.

If you would like to volunteer to take on one of the committee roles, then please submit your interest by email and confirmation of your attendance at the SPFA AGM no later than **Tuesday 26th October 2021**.

Many Thanks for your continued support.

SPFA Team

Roles and Responsibilities

Chair

Main Purpose of the Role

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 the last meeting
- Prepares introductions for any new members attending
- Sets out 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 (due to SPFA being 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)
- Makes sure the association is GDPR compliant

Key Skills

- 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.

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 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.
- Chair any meetings the Chair is unable to attend.
- Completes the Charity Commission annual return.
- Comply with PTA Cash Handling and Procedures Policy.
- Manages Gift Aid or assists the Charity Administrator (*if appointed*) 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 threshold (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

Threshold	PTA Action
Under £10	Receipts required and retained for future use / inspections
£10 - £50	Bank Mandate rules apply - 2 from Bank Account Mandate signatories to sign, receipts and invoices retained for review, reimbursements to be made by cheque or cash if available
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, reimbursements made by cheque

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.

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.

Duties and 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
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank (along with 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
- Able to identify key discussion points, actions and agreements at meetings to accurately record in minutes
- Able to communicate confidently with the school and committee

Independent Examiner of Accounts

Main Purpose of the Role

Charity law requires all charity trustees to prepare accounts for their charity. The trustees of registered charities must also prepare a trustees' annual report (the report). The report and accounts tells donors and others interested in the work of the charity what the charity is set up to do, what it has done in the year and how it raised and spent its money. The role of the Independent Examiner is to provide an independent scrutiny of the accounts. The examiner plays a part in maintaining public trust and confidence in charities.

An examiner must be independent of the charity. Independence means that the examiner is not influenced, or perceived to be, by either close personal relationships with the trustees of the charity or by a day to day involvement in the administration of the charity being examined.

Charity Administrator

Main Purpose of the Role

- To update trustee details with Charity Commission (as appropriate)
- Be responsible for managing Gift Aid for the PTA
- Report all Gift Aid funding to Treasurer for financial records
- Ensure PTA are compliant with Gift Aid Rules and regulations
- Ensure PTA are registered for Gift Aid
- Ensure GDPR compliance

Donations Coordinator

Main Purpose of the Role

Will be responsible (with the support of the committee) for contacting companies for donations towards raffles, auctions etc. This can include local shops and businesses and discussing the possibilities of sponsoring specific events.

Class Rep

Main Purpose of the Role

- Will be the go to person for any queries within their particular class group
- Regularly attends meetings to ensure they are fully informed about SPFA activities
- Calm, friendly and approachable – as the main point of contact for the PTA within their class group the class rep must be inclusive and make sure everyone feels welcome
- Able to communicate confidently with the school and committee

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