



School Parent Family Association



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SS Peter & Paul Catholic Primary School, Kingsbury
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Chair: Kristina Moore
Vice Chair: Kelly Thompson

Registered Charity: 1172005

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

SPFA AGM 2018

November 2018

Dear Parents and Carers

The SPFA AGM will be held this year on Tuesday 27th November 2018 at 18:30pm in the Tame Meeting Room, Hollyfields Sports and Conference Centre (The Gas), Woodacre Road, Birmingham, B24 0JT

- We will receive the Chair and Treasurer reports for academic year 2017/18
- Review and discuss a bumper fundraising year for the SPFA (2017/18)
- Review the Constitution document (ParentKind January 2018) and roles and responsibilities
- Elect a new committee to represent the SPFA for the current academic year 2018/19

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.bham.sch.uk

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 2018/2019

Opportunities in orange

Committee 2018/19					
	Committee Roles	Non-Committee Roles	New Committee Role (2018/19)	Standing for Re-election	New Nominees
1	Chair			Kristina Moore	
2	Treasurer/Vice Chair		Treasurer/Secretary	Kelly Thompson	
3	Secretary				
4	Teacher Rep			Mr N Porter	
5	Teacher Rep			Mrs E Calvert-Lyons	
6		Charity Administrator			
7		Treat Sales Organiser		Sarah Nelson	
8		Second Hand Uniform Organiser		Zoe Santos	

9		Lucky Numbers Coordinator		Rebecca Franklin	
10		Lucky Numbers Coordinator		Jenny Newson	
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)		
15			Year One Class Parent Rep (Non-Committee Role)		
16			Year Two Class Parent Rep (Non-Committee Role)		
17			Year Three Class Parent Rep (Non-Committee Role)		
18			Year Four Class Parent Rep (Non-Committee Role)		
19			Year Five Class Parent Rep (Non-Committee Role)		
20			Year Six Class Parent Rep (Non-Committee Role)		

For the current academic year 2018/19 and moving forward we have made the following changes to roles and responsibilities:

- Removed the position of Vice Chair this role is to predominantly support the Chair which is carried out by all Committee members
- Combined the Treasurer and Secretary Roles as both roles are admin focused
- Identified the need for an Independent Examiner of Accounts for end of year finance audits
- Introduced a new Non-Committee role of Donations Co-ordinator
- Introduced seven new Non-Committee roles; class reps for each year group

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 **Friday 23rd November 2018**.

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
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.

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 updates 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 contact 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.