

Tunstall C of E (Aided) Primary School
Tunstall Road, Tunstall, Sittingbourne

Parent Teacher Association

Email: Tunstallschoolpta@outlook.com

Web: <https://www.pta-events.co.uk/tunstall>

Chairperson: Mrs Laura Bartlett

PTA Annual General Meeting (AGM)

Dear Parents/Carers,

We would like to give notice of the Annual General Meeting of the Tunstall Parent Teacher Association, to be held on Wednesday 22nd September 2021, 8pm at Tunstall School Small Hall, ME10 1YG.

The PTA plays a vital part in the school community and all Parents, Carers and Teachers who are affiliated directly with Tunstall CofE Primary School, become an automatic non-elected member of the PTA. 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.

The AGM is also an opportunity for you to elect the team of volunteers, to manage the PTA on behalf of the associations members, which represent the association throughout the forthcoming academic year of 2021/2022. There are two types of elected committee member: Officer and Ordinary Committee Member. Officers have specific roles such as Chair, Vice Chair, Treasurer and Secretary. Whereas Ordinary Committee Members play a vital role working alongside and supporting the Officers with events. All elected Committee Members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.

As our PTA is a registered charity, all elected Committee Members automatically become Trustees of the Charity and we are required by law to register their roles, publicly on the Charity Commissions Website. Elected Officers and Elected Ordinary Committee Members, have joint legal responsibilities for the management of the PTA, no matter what role they take on. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know (CC3)'. A copy of the booklet can be found on the Charity Commission website. We also attach the Constitution and role descriptions; you will be responsible for working within.

Nominations must be sent in advance of the AGM: For anyone wishing to stand in a position which entails becoming an elected PTA Committee Member, for the first time please complete the attached form. Existing elected committee trustees wishing to stand for re-election, do not have to be nominated again, but must inform the PTA of their intention to stay in their role in writing before the AGM. All received nominations will be put forward. Please be aware that the total number of Elected Committee Members will be determined as per the Quorum agreed in our Parentkind constitution.. All current elected committee members will resign prior to the AGM with the exception of the Chair, Treasurer and Secretary, who will maintain the PTA over the summer holidays.

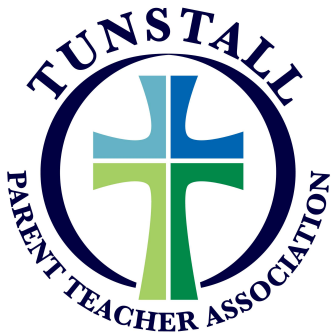
Every PTA member is very welcome to take on a more active role within our PTA and attend open meetings. The AGM covers the majority of the formalities, which we are required to adhere to be able to have a PTA. Without this truly amazing support, we will not be able to run events or have an active PTA.

We look forward in welcoming all the PTA community in join us in what we do best; having fun and making memories, whilst raising the extra funds to give all of our children a fantastic learning

If you would like any further information about being an Elected Committee Member or any other PTA business, please speak to Amanda Winnard our PTA secretary, tunstallschoolpta@outlook.com.

Kind Regards, Laura Bartlett. - PTA Chair

Tunstall School PTA
Registered Charity Number: 1062784/0
July 2021



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NOMINATION FOR OFFICER/MEMBER OF THE PTA ELECTED COMMITTEE - Legal Trustee

I/We shall/shall not be attending the AGM meeting 22nd September 2021.

Signed Print Name

NOMINATION :

Nominee Name: (Please print)

For position of: Chair/Vice Chair/Secretary/Treasurer/PTA PR representative [Circle one]

Please confirm you have a direct affiliation with the school: Yes / No [Circle one]

Child's Class:.....

Child's Name:.....

Contact Details (e-mail/ telephone):.....

Nominated by: [print name]

Seconded by:[print name]

I agree to my nomination for the position of

Signed Date

Please confirm you have a direct affiliation with the school: Yes / No [Circle one]

Child's Class:.....

Child's Name:.....

Contact Details (email/telephone):.....

Please return the slips below as soon as possible, or by 16th September 2020 at the latest to Amanda Winnard via the school office or by email at tunstallschoolpta@outlook.com. We look forward to seeing you on Wednesday 22nd September 2021.



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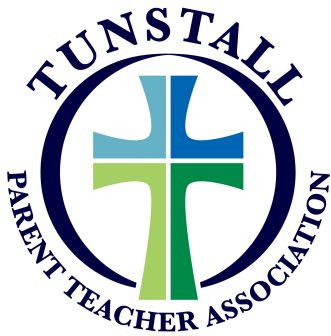
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AGM Agenda - 22nd September 2021, 8pm – Tunstall School small hall

Item Number	Subject	Duration
1	Welcome -LB	5 minutes
1.1	Apologies for absence - LB	
1.2	Approval of previous AGM minutes - LB	
2	Reports end 2020/ 2021 Treasurer's Report for the year ending 31st August 2021 – VP Chair's Report – LB Head Teacher's report – Mrs Andrews	10 minutes
3	Decision on the number of elected committee members needed to ensure the PTA is quorate and a viable charitable organisation. Confirmation and agreement on the number of: - Officers/Ordinary Members – Elected Charity Trustees (Minimum Treasurer and Secretary – suggested 5 trustees), Active PTA Committee Members, Patron /President and or Vice President	5 minutes
4	Election of Patron, President and/or Vice President - Academic year 2021/2022 The above has no constitutional responsibilities meaning they cannot vote at committee meetings. However, they may be invited to address or to represent the PTA on formal occasion or when seeking public support. Vote to be conducted by a show of hands.	
5	Elections- Academic year 2021/2022 - Potential candidates to be nominated and seconded Trustees of the Charity :Officers –: Chair, Vice Chair, Treasurer, Secretary. Ordinary members: PTA PR representative. Vote to be conducted by a show of hands.	10 minutes
	Election of Active PTA Committee Members - Nominations are not required. Vote to be conducted by a show of hands.	

End of meeting



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PTA Members - non elected All Parents/ Carers/ Teachers

EVERYONE within our **SCHOOL** is **VALUED** and **VERY WELCOME** to come and **JOIN** in the **FUN**.
GIVE your **CHILDREN** the experiences they **DESERVE!**

MEETINGS

SHARE YOUR IDEAS
and Listen to each other

Join in and watch them grow
into amazing events.
See our children having
fun – SMILES

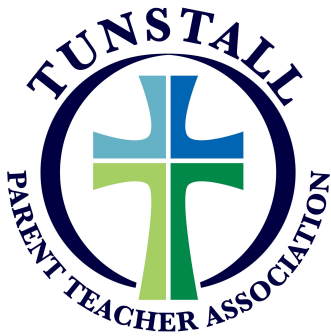
VOLUNTEERING

Supporting events
Running a stall
Providing resources
Knowledge of grants/
fundraising schemes

YOUR IMPACT

Together we can
enrich our
children's lives and
ours





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Chairperson Role Description

The Main Purpose of the Role

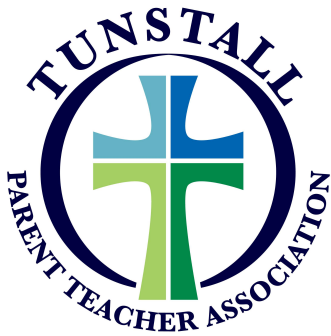
The Chair directs the meeting and makes sure everyone's views are heard and everyone is involved in the meeting. It is the Chair's responsibility to make sure all committee members are familiar with the association's constitution and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

Duties and Key Responsibilities

- Prepare for meetings (with the other officer's)
- Invite committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new members attending
- Set the ground rules for meetings and make sure they are inclusive and efficient
- Delegate tasks for other members and volunteers and check they are completed
- Liaise with school and request a 'wish list' for the committee to agree what to fund.
- Ensure 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.
- Ensure that any decisions made are clear, fits the objects of the constitution and by agreement of the committee.
- Write the annual report for the association
- Be a signatory on the PTA bank account (along with at least three other committee members)
- Making sure the association is GDPR compliant.

Key Skills

- Confident and assertive – to be 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.



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Vice Chair Role Description

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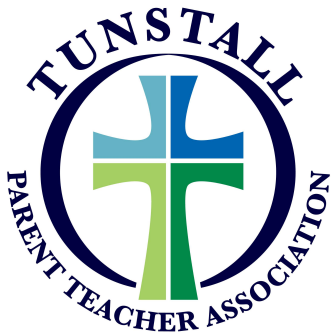
The Vice Chair supports the Chair in providing leadership for the Committee, helps set the agenda for the meetings and helps to manage the meetings in line with the agenda. The Vice Chair deputises for the Chair when necessary and assists in the organisation and operation of the PTA.

Duties and Key Responsibilities

- Support the Chair in providing leadership of the association
- Chair any meetings that the Chair is unable to attend
- Take the minutes for any meetings that the Secretary is unable to attend.
- Liaise with the Committee and Sub Committees organising events
- Prepare meeting agendas in consultation with the Chair and Secretary
- Prepare the termly newsletter to be distributed to all parents.
- Ensure the PTA noticeboard is up to date with all the relevant information.
- Welcome and involve other parents into the PTA
- Prepare, with the Chair, the Annual Report for the AGM
- Be a signatory on the PTA bank account (along with at least three other committee members)
- Have authorised access to the bank account and help the Treasurer with any expense payments.
- Ensure the Committee fulfils its role as set out in the constitution.
- Making sure the association is GDPR compliant.

Key Skills

- Confident and assertive – to be 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 one of the main points of contact for the PTA the Vice 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 Vice Chair and Chair should make sure the workload is shared and tasks are completed as agreed.



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Secretary Role Description

Main Purpose of the role

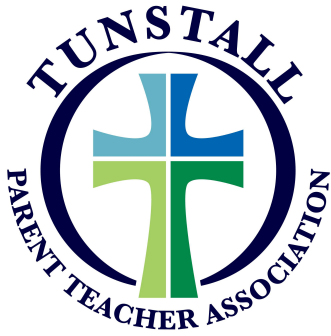
The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records.

Duties and Key Responsibilities

- Two weeks before Committee Meetings prepare and send out meeting agendas, that have been approved by the Chair
- Two weeks before Committee Meetings check progress of actions from last meeting
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates draft minutes to PTA Officers within 5 days of the meetings
- Circulates minutes of meeting to the Committee within 10 days of the meetings.
- Responsible for the accuracy of the PTA Events website.
- Overall responsibility for ensuring events are setup correctly on the PTA Events website.
- Maintains association records
- Making sure that the association is GDPR compliant
- Updates trustee details with Charity Commission (as appropriate)
- A signatory on the PTA bank account (along with at least three 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.



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Treasurer Role Description

Main Purpose of the Role

The Treasurer ensures that accurate financial records are kept and best practice procedures are following for counting money, banking and making payments. They should keep the committee updated with regular reports and ensure end of year reports are completed for the association's AGM and the Charity Commission annual return.

Duties and Key Responsibilities

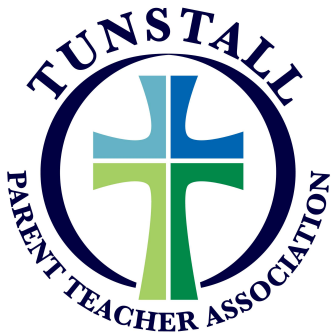
- Keeps up to date and accurate financial records
- Presents financial updates at each committee meeting
- Manages the PTA bank account and holds the association cheque book
- Arranges changes of signatories on the association bank account
- Ensures all cheque books and paying in books are accounted 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 the annual treasurers report for the AGM and arranges an independent examination of the association's accounts
- Complete the Charity Commission annual return

Good Financial Practices

- Review financial statements every month
- Financial Position reporting is a standing agenda item at committee meetings
- More than one person can access bank statements online
- Fully review financial position at least Quarterly
- Check all expenses and receipts tally to the accounts
- Adopt an acceptable, universally agreed financial thresholds
- 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

Key Skills

- Basic understanding of bookkeeping – 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.



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PR representative Role Description

Committee Members work alongside the elected trustees: Officers/ Ordinary PTA Members. By contributing ideas, helping to organise events or running smaller projects. They have an important role to play in ensuring good communication with the rest of the PTA, School, encouraging participation and enthusiasm for the events organised by the PTA.

Responsibilities

- Attend PTA Meetings
- Provide feedback and ideas to the Committee
- Welcome new parents to the school
- Organise/ Supporting PTA Events
- Help out at PTA Events that other members of the Committee have organised.
- Help recruit volunteers for PTA events.
- Act in the best interests of the association
- Assist with the PR representation of the PTA; Social media/advertising/marketing using PTA platforms
- Comply with the adopted Constitution for the association