



30th January 2024

Dear Parents and Carers,

We will be holding our **Ashmole Primary Parent and Teacher Association (APPTA) 2024 Annual General Meeting (AGM) at 8.00pm on Tuesday 6th February 2024** where we will elect and vote in the new 2024/2025 core committee. We would like to invite all parents to attend, and we are actively seeking new PTA committee members for the 2024/2025 PTA Core Committee. The meeting will be held in the school hall. Please arrive at 7.45pm for an 8.00pm meeting start.

The PTA is a parents' and teachers' association whose primary purpose is to raise vital funds for the school to enrich and broaden our children's education and experience of primary school life. We require the involvement of parents across all year groups to be a well-balanced group and it is vital that each year group's voice and needs are heard and represented.

The PTA have held various fundraising and community events, such as the Winter Fun Day, Summer Fair, Junior Bake-Off, Break the Rules day, Friday night parties, Lego competition, Fun run, a scavenger hunt and Happy School Bag collections.

We have contributed to funding key projects for the school such as books for the library and classrooms, support for Book Week Author Visits and Art Week workshops, support for the Wildlife Garden, the Art Décor Team, and an outdoor learning classroom. We need enthusiastic parents/carers to come on board to help continue the good work, so that we can continue to have a great school community and raise much needed funds for the school.

The PTA structure follows the Parentkind Constitution. All Ashmole parents/carers are automatically members of the PTA. The PTA is run by a core committee, made up of seven core committee officers: Chair, Vice Chair, Secretary, Vice Secretary, Treasurer and two Elected Trustees. The committee works closely with the class representatives (one or two per class, selected by the individual classes). Together with the support of the class reps and parent/carers volunteers, the committee members co-ordinate key events. Open committee meetings are usually held once every two months where key initiatives, school projects and fundraising opportunities are discussed and agreed. The current Committee Officers are Vinod Nakrani (Chair), Mai Hoang (Vice Chair), Andria Themistokli (Treasurer) and Rahul Basu (Elected Trustee).

Summit Way, Southgate, London, N14 7NP • Tel: 020 83611881 • Fax: 020 3434 0334
E-mail: office@ashmoleprimary.org • Website: www.ashmoleprimary.org

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Head Teacher: **Mr Chris Tofallis**

All Committee positions are open to all parents. If you wish to nominate yourself for one of the positions, please do the following:

1. Fill out the digital Nominee form attached at the end of this letter and return it to ashmoleprimarypta@gmail.com **by Sunday 4th February.**

2. Attend the AGM on Tuesday 6th February 2024 where you will be invited to say a few words about yourself so parents can get to know you better before positions are voted for by parents/carers attending the AGM.

Below is a brief description of roles and responsibilities. If you are interested in one of the roles but cannot attend the meeting, please inform the current Chair, Vinod Nakrani, via ashmoleprimarypta@gmail.com. It is important to stress that without a full committee to run it, the PTA would effectively have to dissolve. We all have skills that can help make and shape a wonderful PTA so we welcome all nominations!

I would like to take this opportunity to thank all the parents /carers and friends who have been committed to helping the PTA over the past year, as well as all those who are keen to be involved going forwards. Together, we can fund key projects and make a big difference to the school. I look forward to working with as many parents and relatives as possible.

Yours faithfully

Chris Tofallis
Head Teacher

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PTA Roles and Responsibilities

PTA Constitution

The Ashmole Primary PTA follows the Parentkind Constitution.

PTA Members All parents/carers with a child at Ashmole Primary are automatically members of the PTA. Other members are individuals such as Ashmole Primary staff members, ex-parents and ex-pupils. There is no limit on the number of members. Members are not legally responsible for the actions of the association but they elect the Committee Members (officers) who manage the association and who are legally responsible. Members attend the AGM once a year and attend open PTA committee meetings.

Committee Members (Officers) This is the team elected at the AGM each year to manage the association on behalf of the members. The PTA committee consists of 7 officers (Chair, Vice Chair, Secretary, Vice Secretary, Treasurer, and two elected Trustees). All elected committee members have equal voting rights, except for the Chair, who has a casting vote.

Co-Opted Committee Members: It can be helpful to allow the committee to co-opt a number of its members, for example to fill a vacancy that arises during the year or enlist members with particular skills. The total number of co-opted committee members/trustees must not be more than 50% of the total number of all other committee members/trustees. Currently there are no co-opted members on the core committee.

Chair

The Chair leads the Committee, working closely with the Secretary and Treasurer to ensure the association is run smoothly.

Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
Provide leadership in a fair & honest manner, ensure that issues are properly debated and agreement is reached

Liaise with the secretary to approve the minutes of the last meeting & set the agenda

Liaise with the Head Teacher, school secretary & PTA teaching representatives to identify funding and resource requirements

Manage all PTA communication & write PTA newsletter on a termly basis

Welcome and involve new members

Write the annual report in cooperation with the Secretary and Vice Chair, and Treasurer

Liaise with the Secretary & Communications Manager on producing the weekly bulletin

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Head Teacher: **Mr Chris Tofallis**

Plan & execute fundraising events, delegate event planning roles and responsibilities
 Authorise payments including online banking payments on behalf of the PTA
 Work with the Vice Chair & Head Teacher to produce health & safety risk assessments for PTA-run events
 Duty to vote on committee decisions and how PTA money is spent and cast vote on split decisions

Vice Chair

The Vice Chair's role covers most of the details in the Chair's role. They will assist the Chair in their duties and step in should the Chair not be available.

Attend regular PTA meetings and get involved in planning, organising and running events
 Support Treasurer in managing events, banking and preparing financials
 Runs smaller research or sponsorship project
 Welcome and involve new parents into the PTA
 Research and propose new events or fundraising activities
 Lead parent and wider school community engagement in PTA (class reps, use of local contacts and skills).
 Prepare with the Chair and Secretary the PTA annual report for the Annual General Meeting.
 Prepare with the Chair & Head Teacher the health & safety risk assessments for PTA run events
 Duty to vote on committee decisions and how PTA money is spent and vote on time sensitive decisions

Secretary

The Secretary provides a link between committee members and the general members and between the association and the school.

Arrange meetings & set the agenda
 Deal with correspondence via email
 Take the minutes of meetings, type them up and distribute them
 Ensure that enough committee members are present to make the meeting quorate
 Write the annual report with the Chair & Vice Chair
 Preparation and distribution of newsletters and other communications to parents

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Preparation of publicity flyers, posters, tickets, etc. for events
Research and apply for event permits & licences
Recruit volunteers to help out at events and / or donate
Duty to vote on committee decisions and how PTA money is spent and vote on time sensitive decisions

Vice Secretary

The Vice Secretary's role covers most of the details in the Secretary's role. They will assist the Secretary in their duties and step in should the Secretary not be available.

Attend regular PTA meetings and get involved in planning, organising and running events
Run smaller research or sponsorship projects
Present in the absence of the Secretary
Take the minutes of meetings, types them up & distributes them
Ensure that enough committee members are present to make the meeting quorate
Encourage participation and enthusiasm for the events organised by the PTA
Research and propose new events or fundraising activities
Recruit volunteers to help out at events and/or donate
Duty to vote on committee decisions and how PTA money is spent and vote on time sensitive decisions

Treasurer

The Treasurer will support and organise the finances of the PTA. They will ensure accounts are up to date and audited effectively. They will be responsible with designated members for the signing of cheques.

Attend regular PTA meetings
Day-to-day management of accounts, including issuing invoices, receipts and making payments
Prepare and update financial ledgers on a regular basis
Complete banking transactions on a regular basis
Liaise with school regarding fund requests and present fund request forms to the committee for approval

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Manage spend process, ensuring all spend request forms have been authorised and paid
To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the committee; Money raised at events will be checked & banked with Chair and Secretary

Prepare and report financials at PTA Meetings and concise Financial Report for the AGM

Explore and promote match funding and Gift Aid options for events

Event budget planning

Update The Charity Commission and submit annual accounts

Duty to vote on committee decisions and how PTA money is spent and vote on time sensitive decisions

Elected Trustees

Attend regular PTA meetings and get involved in planning, organising and running events

Duty to vote on committee decisions and how PTA money is spent and vote on time sensitive decisions

Please consider supporting your child's school through your involvement in the Ashmole Primary PTA! It is a great way to contribute and also meet new parents, have fun and get involved.

Thank you for your support!

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NOMINATION FORM

Nomination for Officers and Committee for Ashmole Primary PTA 2024

I am interested in joining the Ashmole Primary PTA and would like to be nominated for the following position. Please tick the appropriate Officer post and return the completed form to ashmoleprimarypta@gmail.com. Thank you.

Nominee's name:	
Child's name & class:	
Contact details (phone & email):	
Seconded by (name):	
Child's name:	
Contact details (phone & email):	

Position:	
Chair	
Vice Chair	
Secretary	
Vice Secretary	
Treasurer	
Elected Trustee 1	
Elected Trustee 2	

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