



Head Teacher: **Mr Chris Tofallis**

17th October 2019

Dear Parents and Carers,

Thank you for showing a keen interest in helping to support the Ashmole Primary PTA. We will be holding our **Ashmole Primary Parent and Teacher Association (APPTA) 2019 Annual General Meeting (AGM) at 7pm on Monday 4th November 2019 in the Primary School Hall** and would like to invite all parents to attend.

The PTA is a parents' and teachers' association whose primary purpose is to raise vital funds for the school in order to enrich and broaden our children's education and experience of primary school life. We require the involvement of parents across **all year groups**, Reception, Year 1, Year 2, and Year 3! To be a well balanced group, it is vital that each year group's voice and needs are heard and represented.

Last year the PTA held various events and fund raising opportunities and raised an amazing £18,700. Members helped to fund key projects for the school such as the library, playground equipment, musical equipment and the wildlife garden. We need enthusiastic parents/carers to come on board to help organise events and functions, so that we can continue to raise much needed funds for the school.

The PTA structure includes the following: a constitution, members (all our parents/carers are automatically members of the PTA) and a committee. The committee is currently made up of seven officers: Chair, Vice Chair, Secretary, Vice Secretary, Treasurer, two Elected Trustees, plus class representatives who form a committee to co-ordinate key events. Meetings are held once a month where key initiatives, school projects and fund raising opportunities are discussed and agreed. The staff representatives are Mrs Redshaw (Yr 1 Teacher), Miss Elia (HLTA).

This year, three of our Officers, the Vice Chair, Vice Secretary, and an Elected Trustee, are stepping down, however **ALL** positions are open to **ALL** parents. If you are interested in taking part, and wish to nominate yourself for Chair, Vice Chair, Secretary, Vice Secretary, Treasurer, or as an Elected Trustee, please come to the AGM and 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 the parents. Please note, members currently standing in Officer Positions will also have to be nominated and voted in at the AGM.

On the attached form is a brief description of roles and responsibilities to help you find out more about what each role involves. Please support the Ashmole Primary PTA, which in turn supports the school to support the children, and submit your nomination to the office, or direct to the Chair, Zina Shah. If you are interested but cannot attend the meeting, please inform the school office or Zina Shah.

I would like to take this opportunity to thank all the parents and friends who have been committed to helping the PTA last year, as well as all those who are keen to be involved this current year. Together, we can really make a difference to the school and our children's experience of primary school. I hope we continue to be successful in our endeavours to fund key projects and raise the profile of the school. I look forward to working with as many parents and relatives as possible.

Yours faithfully

Chris Tofallis
Head Teacher

Roles & Responsibilities for the Ashmole Primary PTA

Members These will be individuals such as parents, carers, teaching, non teaching staff, ex-parents and expupils. The association can have as many members as they wish. Members are not legally responsible for the actions of the association but they do elect the officers and committee who manage the association and who are legally responsible. Members attend the AGM once a year and attend 'open' committee meetings.

Committee Members (Officers and Ordinary) This is the team elected at the AGM each year to manage the association on behalf of the members. PTA committee will consist of 7 officers (Chair, Vice Chair, Secretary, Vice Secretary, Treasurer, and two elected Trustees) and up to 15 ordinary committee members.

Ordinary committee members play a valuable supporting role and taking on one of these roles can provide useful experience for taking on the role of an officer in the future. These also include Class Reps. All elected committee members have equal voting rights, except for the Chair, who has a casting vote.

Chair (Currently held by Zina Shah)

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 an 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 representative to identify school funding and resources requirements
- Manager all PTA communication
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary and Vice Chair
- Liaise with the Secretary & Communications Manager on producing the weekly bulletin
- Plan & execute fundraising events, delegate event planning roles and responsibilities
- Sign cheques & authorise online banking payments on behalf of the PTA
- Working with the Vice Chair & Head Teacher to produce health & safety risk assessments for PTA run events
- Write APPTA newsletter on a termly basis
- Duty to vote on committee decisions and how PTA money is spent
- Casting vote on split decisions

Vice Chair (Resigning: Ruksana Kamal-Uddin)

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.

- Attends regular PTA meetings
- Supports Treasurer in managing events, banking and preparing financials
- Gets involved in planning, organising and running events
- Runs smaller research or sponsorship project
- To welcome and involve new parents into the PTA
- Research and propose new events or fund raising activities
- To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
- To prepare with the Chair and Secretary the PTA annual report for the Annual General Meeting.
- To 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
- Responsibility to vote on time sensitive decisions

Secretary (Currently held by Onkar Bhatt)

The Secretary provides a link between committee members and the general members and also 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
- 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
- Responsibility to vote on time sensitive decisions

Vice Secretary (Resigning: Jane Atkinson)

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.

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

Treasurer (Currently held by Shanaz Miah)

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.

- Attends regular PTA meetings
- Day-to-day management of accounts, including issuing invoices, receipts and making payments
- To prepare and update financial ledgers on a regular basis
- To complete banking transactions on a regular basis
- 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.
- To prepare and report financials at PTA Meetings
- To prepare a concise Financial Report for the Annual General Meeting
- 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
- Responsibility to vote on time sensitive decisions

Elected Trustees (Resigning: Ceri Berkovitch; Second post currently held by Panny Kasapi)

- Attends regular PTA meetings
- Gets involved in planning, organising and running events
- Duty to vote on committee decisions and how PTA money is spent
- Responsibility to vote on time sensitive decisions

Please support your child's school and become involved with the Ashmole Primary PTA.

Nomination for Officers and Committee for Ashmole Primary PTA 2019

Yes, 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 the school office by Thursday 31st October 2019. Thank you.

Chair

Vice Chair

Secretary

Vice Secretary

Treasurer

Class rep. **Class name.....**

Committee member

Ideas for PTA Projects: _____

Nominee's Name:

Child's Name:

Class:

Contact Numbers:

Seconded by:

Child's Name:

Class:

Contact Numbers: