

PTA UK

A PTA FOR ALL SCHOOLS
A VOICE FOR ALL PARENTS



Guston Church of England Primary School
Friends of Guston School Association (FoGS)
PTA registration number: 13913

Date: 15/09/2023

Dear Parents

FOGS PTFA Annual General Meeting (AGM) and Quiz Evening

We hereby give notice of the AGM of the Friends of Guston School group, to be held on **Friday 13 October 2023** in the school hall.

The evening will start at **7.00pm** with the **FoGS Annual General Meeting at 7.15pm**. We anticipate that the AGM should last approximately 15 minutes. The Quiz will follow after a short refreshment break at 7.45pm. Keep an eye out for the flyer to follow soon.

The FoGS plays a vital part in the school community and all parents, as members of FoGS, are invited to support the AGM. 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 at our school.

The AGM is also an opportunity for you to elect the FoGS Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to Carly Searle-Ashwell (Olive's mum) or any other FOGS member (list on website under the FOGS tab), Or Suzanne Pearce in the office or email FOGS@guston.kent.sch.uk
As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. 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.

Please return the slips below as soon as possible, or 10 October at the latest to the school office or email the PTA email address FOGS@guston.kent.sch.uk

We look forward to seeing you on *Friday, 13th October 2023*

Sorry, no children allowed.

Kind Regards

Suzanne Pearce
Secretary 2022/2023

Enclosed

PTA Nomination form and PTA Committee roles



REPLY & NOMINATION FORM

FOGS PTFA Annual General Meeting (AGM) and Quiz Evening

I/We **shall/shall not** be attending the Quiz and AGM Evening on Friday, 13 October 2023.

Please return the slips below as soon as possible, or 10 October at the latest, to the school office or email the PTA email address FOGS@guston.kent.sch.uk

Signed Print Name

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee For position of: **Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]**

Nominated by [Please sign and print name]

Seconded by [Please sign and print name]

I, (**nominee name**) agree to my nomination for the position of **Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]**

Signed Date

PTA Committee roles

CHAIR

Characteristics

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair can be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

Job function

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and prepare and submit statutory reports to Regulatory Bodies

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTA with one other committee member

Secretary

Characteristics

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

Treasurer

Characteristics

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Job function

To maintain up-to-date records of all PTA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA 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 appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
 - To prepare and report financial statements at PTA Meetings.
 - To prepare a concise Financial Report for the Annual General Meeting.
 - Charity registration and Gift Aid
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- Liaising with the local press to get press coverage of PTA events.
 - Ensuring posters are displayed around the school in good time.
 - Ensuring all information on PTA work is kept current and up to date

Committee Members

Committee Members work alongside the Officers.

Main duties:

- Attends PTA meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Encourages participation and enthusiasm for the events organized by the PTA

We want representation across all year groups. New parents to the school will be warmly welcomed.