

Friends of Bramber AGM

Stay informed and get involved.

Friends of Bramber Primary School would like to invite you to attend our Annual General Meeting, to be held at the school on **Tuesday 19th October at 6.30pm**.

As parents and carers of children in the school, you are part of the Parent/Carer Teacher Association (PTA) and are welcome to attend the Annual General Meeting (AGM). The meeting is an opportunity for the committee to show how the funds you have helped to raise have been used for the benefit of children at our school, to plan for the year ahead and elect committee members.

The committee is made up of Executive Officers and Committee Members. The Executive roles are usually the Chair, Treasurer and Secretary. All other members elected to roles are Committee members.

All committee positions are elected by members of the association (you, as parents and carers) at the AGM, and hold their position for one year until the next AGM. Individuals must be members of the PTA to be nominated and elected for a role.

If you would like to nominate yourself or someone else for a position, please send nomination details to friendsofbramber@gmail.com in advance of the AGM – this applies for both new and existing members who may be looking to stand for re-election. If more than one candidate is nominated for a role, or if there are more nominees for committee members than roles available, it will go to a vote.

All Executive Officer and Committee Member roles will be available for nomination and this year, having held positions for two years, all existing Executive Officers have decided to stand down from nominations for the forthcoming school year.

Friends of Bramber plays an important role in school life; we help support the school to provide new enrichment equipment or activities for the benefit of all Bramber children by providing events and opportunities for all year groups to enjoy.

Over the years, through parent and carer support and donations, Friends of Bramber have helped purchase library resources, new staging equipment for productions and events and more recently, the climbing equipment and trim trail in the playground. Support also means that Friends of Bramber can subsidise regular trips and opportunities including the activity breaks to Lodge Hill, Avon Tyrrell and Bowles for the older years, as well as coach trips for class outings and sports activities. Friends of Bramber also operate the pre-loved uniform service and manage the parent assured Facebook page.

Without an executive committee in place Friends of Bramber cannot operate as per the terms of the PTA constitution which means familiar events and activities - Winter and Summer Fairs, Santa's breakfast, Christmas cards, film nights – would not be possible, which means the funds they raise would also not be available to provide support to the school for anything listed above.

Being part of the committee is of course a commitment, but it is interesting and fun, and a great way to make new friends and to learn more about the school. It's also lovely to be part of events that the children enjoy so much.

If you would like to be part of the committee for 2021/22, please find attached further information about the requirements for each of the roles. Your help and support are very much appreciated.

The Friends of Bramber Committee

NOMINATION FOR A MEMBER OF THE FRIENDS OF BRAMBER COMMITTEE

2021/2022

Nominee.....

For position of Chair/Vice Chair/Secretary/Treasurer/Ordinary Committee Member (delete as appropriate)

Proposer *(please print name)*.....

Seconder *(please print name)*.....

I,..., agree to my nomination for the position of

.....
Signed.....Date.....

Please return by email to friendsofbramber@gmail.com by Monday 11th October 2021

The AGM agenda will include:

- **Apologies** Names of any committee members that can't attend and have sent apologies.
- **Minutes of the last AGM** Minutes of the last AGM will be circulated and approved, which will briefly record the main items of business and any decisions taken, for example the elected committee members and any changes to the association or constitution.
- **Matters arising** Any further information arising from the last AGM will be reported back.
- **Chair's report** This is an informal report on the years' activities.
- **Treasurer's report** This is a formal presentation of the examined accounts for the past year, and this year will be presented by our outgoing treasurer Kerry Jones.
- **Appointment of the independent examiner** The committee will decide before the meeting who will examine the association's accounts for the next year. The committee will appoint someone with sufficient knowledge and experience to be able to carry out a basic examination of the accounts (a full audit is not needed). We cannot appoint a committee member or relative of a committee member, but we could appoint the school bursar, school business manager, or a parent with accountancy or book keeping experience.
- **Election of committee members** Committee members are elected at the AGM to serve for the twelve-month term stated in our constitution. If there are more nominees than places available, they will be elected by a majority vote of those members attending the meeting. As the PTA is already a registered charity, new trustees will be required to complete the Trustee Declaration form and complete the registration form so that their details are available to upload onto the Charity Commission website.
- **Special business** Items such as proposed changes to the constitution should be included on the agenda. Members must be given details of the proposed changes before the meeting.
- **Any other business**
This gives members who are present an opportunity to raise matters that haven't been covered by the agenda. If the matter raised is not appropriate for an AGM we will record the question and add it to the agenda of a future committee meeting.
- **Close of business**

Roles and Responsibilities of Friends of Bramber Committee

We have summarised the key responsibilities for all named roles as a guide for parents and carers who may be interested in standing for a role. If this all sounds a bit formal, please don't be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee. If there is anything you would like to know, please ask any of the current committee members.

Chair

The Chair should work closely with the Headteacher, the Vice Chair, Treasurer and Secretary to ensure that the PTA is run effectively. The main role of the Chair is to lead meetings of the Friends of Bramber and oversee the running of the annual fundraising events.

Key responsibilities:

- Provide leadership
- Set the agenda for meetings, identify outstanding items from previous meetings and run all meetings
- ensure the committee fulfils its role in respect of governance of the PTA as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed as the PTA is charity commission regulated
- Ensure any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Write regular newsletters
- Prepare the annual report for the AGM
- Meet with the Headteacher, the Treasurer and the Committee to agree PTA financial commitments for the year

Vice Chair

The Vice Chair supports the Chair in providing leadership for the Committee, helps set the agenda for the meetings and helps manage 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.

Key responsibilities:

- Support the Chair in providing leadership
- Chair any meetings that the Chair is unable to attend
- Liaise with the Committee and members organising events
- Prepare meeting agendas in consultation with the Chair

Secretary

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, the Secretary will help make sure that correspondence, sent to the school, is

passed onto the PTA promptly. The Secretary can arrange to leave PTA notices with the school office for distribution with school mailings or as a text to parents. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the Annual Report.

Key responsibilities:

- Deal with correspondence
- Send emails to Committee to confirm dates of next meeting
- Prepare agendas along with the Chair, and circulate the agenda and reports before meetings
- Take minutes at meetings, record attendance, action points, decisions and proposals
- Write up the minutes of meetings
- Distribute minutes to all members of the Committee, including reminders of any actions agreed or to be taken
- Prepare and distribute newsletters and other communications to parents
- Prepare flyers, posters, tickets, etc. for events and distribute as necessary

Treasurer

The role of the Treasurer is to manage and control the funds the PTA raises. The Treasurer should record all income and expenditure, details of the amounts received and spent, and have the information available for every Committee meeting plus the balance of funds, committed expenditure and income, expenditure and profit from each event held. The Treasurer should report on the current financial position at each Committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a Committee meeting, a written report should be sent to the Chair, at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

Key responsibilities:

- Maintain up-to-date and accurate financial records
- Prepare and co-sign cheques as required. Co-signatories must see what is being paid for before signing, and the Treasurer should sign last and keep all original invoices
- Report income and expenditure at meetings
- Count and bank monies, managing the PTA bank account and holding the cheque book
- Arrange changes of signatories and any other changes to the bank mandate on the association bank account
- Ensure all bank cards, cheque books and paying-in books are accounted for and obtained from any individual leaving the PTA
- Arrange withdrawals of monies to provide a cash float for all events where required
- Arrange appropriate licenses for events
- Ensure best practice procedures for counting and banking money after events are in place and followed
- Make approved payments, ensuring procedures for making approved payments and claiming approved expenses are followed by all committee members
- Liaise with the bank
- Prepare annual treasurers report for the AGM and arrange an independent examination of the association accounts
- Complete the Charity Commission annual return
- Manage Charity registration, NCPTA membership and Gift Aid

- Draw up the annual accounts

Committee Members

Ordinary Committee Members work alongside the Executive Officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the Executive Officers of the PTA in ensuring good communication with the rest of the school and teachers, encouraging participation and enthusiasm for the events organised by the PTA. The aim is that there should be a representative for each class in the school on the Committee.

Key responsibilities:

- Ensure good communication with the parents and teachers of their class
- Help to plan and organise the programme of events for the year
- Organise stalls and volunteers for events and help out where they can
- Regularly attend committee meetings
- Provide feedback and ideas from parents to the PTA Committee.
- Welcome new parents to the School
- Liaise with class teacher for any specific help required from PTA

Parents & Carers – Ordinary Members of the PTA

Parents and carers of children at Bramber Primary School are automatically Ordinary Members of the PTA. The PTA Committee informs them of the events and projects that are due to take place. The Ordinary Members participate in, and benefit from, the events run by the Committee. They may attend PTA Meetings, but they cannot vote on decisions made by the Committee. All parents and carers are encouraged to help out at the fundraising events. Information on help needed is usually provided by committee members or via text or Facebook in the run up to events.