Hi,

Firstly, thank you so much for coming along last Friday to the PTA launch meeting. It was incredible to see such brilliant and widespread support for this initiative.

As promised I am getting in touch with information about next steps. This email is quite long so please bear with me, there’s lots to let you know about!

The first **AGM will be held on Friday 22nd October at 9am in the Community Room**. This meeting is open to all teachers, parents and guardians of children at Green End as these groups are all automatically considered members of the PTA.

At this meeting we will be electing the committee and officially adopting the constitution.

Please get this date in your diaries.

For those interested in putting themselves forward for the committee, I have included details of the 3 specific job roles. In addition to the 3 listed positions, I would like to have an assistant/joint role alongside each of these positions and possibly a further 2 roles for marketing and fundraising. Parentkind recommend a committee of somewhere between 4-7 people rather than the maximum of 10.

**Committee member roles:**

**PTA Chair**

The PTA Chair directs your committee meetings, making sure everyone’s views are heard, and that everyone is involved in the meeting. They should make sure all committee members are familiar with the association’s constitution, model policies if applicable, and their role and responsibilities as a committee member and trustee. The PTA Chair also holds the casting vote where there is a tied vote. This usually defers the decision to the following meeting, allowing committee members more time to consider and discuss the matter. The PTA Chair is responsible for writing the annual report with the Secretary and the Chair’s report for the AGM.

**PTA Treasurer**

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

**PTA Secretary**

The PTA Secretary supports the PTA committee to build effective communication links between the school and the association. They also maintain accurate records including minutes from meetings and associations records.

**If you plan to nominate yourself for one of these positions please read the attached document with a more comprehensive list of duties and responsibilities. Please only nominate yourself if you know you will have the capacity to take on a committee role.**

**Legalities:**

It is important to note that Parentkind advise that the PTA register as a charity (it becomes necessary once income exceeds £5000 per annum anyway) in order to benefit from matched funding etc. As such any elected committee member will become a trustee and therefore carry legal responsibility for the charity once charity status has been established. There are restrictions on becoming a trustee which I have listed below:

You must not act as a trustee if you are disqualified under the Charities Act, including if you have an unspent conviction for an offence involving dishonesty or deception (such as fraud); are bankrupt or have entered into a formal arrangement with a creditor or have been removed as a company director or charity trustee because of wrongdoing.

You should also have a look at the following information to see what is required of a trustee: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

**Nomination process:**

You can nominate yourself or someone else for one/multiple positions on the committee. I have created a Google form for you to complete before the 22nd October. It is possible to put yourself forward for a position in person at the meeting, however using the form in advance will make the election process at the meeting far simpler!

As part of the form you will need to include the name of someone who you have confirmed to second your nomination and also a paragraph about why you would be best suited to the role. This will be particularly important if multiple people apply for the same role. We will use a ballot system for voting should we need it.

Nomination form: <https://docs.google.com/forms/d/e/1FAIpQLSfFctiAOW3hVN5M33zZ6d-p_5B7OyVDZ0j2ij5O5E0Fcx6wgw/viewform?usp=sf_link>

If you’ve made it to the end – well done! Thank you for your cooperation with this process. Once these formalities are in place we can get the ball rolling with planning events and fundraising.

If you have any questions please get in touch.

Thanks again for your support,

Abi