



19<sup>th</sup> September 2018

Dear Parents

### **Invitation to the Annual General Meeting of the BSA**

As you will be aware, most schools have a Parent Teacher Association (PTA) which is an organisation of parents and staff. Its role is to encourage closer links between home and school. PTAs are best known for their fundraising work, but they have a useful social function too. Fundraising events provide an opportunity for parents, staff and pupils to get together.

Here at Boughton, we have our *Boughton School Association* (BSA), which is the same as a PTA or Friends of the School. The BSA is a registered charity and is made up of a committee of named officers, plus members who run, support or attend events. **Every** parent and member of staff is automatically a member of the BSA.

As a registered charity, the BSA needs to be accountable for the work it does within the school and, in line with any other PTA, is legally bound to hold an Annual General Meeting (AGM).

The purpose of the AGM is two-fold:

1. To review the work of the committee during the previous year, including funds raised and what the money was spent on; and
2. To elect officers to the committee.

Most committees are made up of the following officers:

*Chair; Vice-chair; Treasurer; Secretary*

Here at Boughton, we are adding a few job titles to the list for the coming year:

*Publicity Officer*

*Class rep* (at least 1 parent per class from Reception to Year 6)

***This year's AGM will be held at school, at 6.30p.m. on Monday 8<sup>th</sup> October 2018.***

I would like to take the opportunity to invite as many parents as possible to attend this meeting. The first part of the meeting will be a brief review of the past year, followed by election of officers to the posts listed above.

A full description of each role and the responsibilities entailed is attached.

I wish to encourage you all to think about becoming a part of the committee for the coming year.

As a committee member you would be required to carry out the duties listed for your role, which would also involve attendance at as many meetings as possible.

However, we are all mindful of the busy lives everybody has and are keen to make future meetings time-limited and focused. Timings will depend on what works for all members of the committee, so some may be held during the school day whilst others could be after school or in the evening.

Being a part of the school association is a great way to learn more about the work of the school, whilst also supporting your children's education by planning and running fun social events. It can also help you get to know other parents, not just those in your own child's class.

Even if you don't feel able to take on a committee role, PLEASE attend our AGM if you can, so that we can involve everyone in planning the year's events.

*If you can commit even a short amount of time to supporting an event, either before, during or after, it would be greatly appreciated.*

Remember, we are all working towards the same goal: to make Boughton Primary the best school possible for all of our children.

I look forward to welcoming you to the AGM on Monday 8<sup>th</sup> October 2018 at 6.30p.m.

Yours sincerely

Mary James

Head Teacher

**Please return the reply slip to indicate your attendance, tick or delete where applicable.**

I will be attending the AGM.

I am interested in a role on the committee: Chair; Vice-Chair; Treasurer; Secretary; Publicity Officer; Class Rep

I am unable to attend but would be glad to support future events (helping before/during/after).

**Name:** \_\_\_\_\_

**Child's class (Sept 2018):** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## **Boughton School Association Committee roles**

### **CHAIR**

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

Enthusiasm, energy and resilience are essential qualities!

The Chair should ensure that:

- issues are properly debated and an agreement is reached;
- contributions from all members of the committee are valued;
- new members feel welcome and able to play an active part.

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

#### Job function

To ensure that the business of the BSA is conducted in accordance with the wishes of the representatives of all stakeholders; to uphold the constitution of the BSA; to work with other officers in order to prepare and submit statutory reports to Regulatory Bodies.

#### Main duties:

- Provide leadership, facilitate discussion and ensure decisions are made.
- Sign the approved minutes of the last meeting.
- Set an annual programme for the BSA, including dates of meetings and events.
- Plan the agenda for meetings.
- Get to know members of the committee; welcome and involve new members.
- Run meetings in an efficient and timely manner.
- Write the annual report in cooperation with the Vice-Chair, Secretary and Treasurer.
- Write or present a termly report to the Board of Governors and Trustees.
- Sign cheques for the BSA with one other committee member.

NB: the role of the Chair is to facilitate the work of the committee; he or she does not have to run every event but needs to ensure the efficient management of tasks across all committee members and helpers.

### **Committee Members/Class Reps**

Committee Members work alongside the Officers.

#### Main duties:

- Attend BSA meetings;
- Get involved in planning, owning and running events;
- Run smaller projects, as part of a smaller team;
- Encourage participation and enthusiasm for the events organized by the BSA;
- Promote the work of the BSA and the school to other parents and the wider community.

Ideally we would welcome representation across all year groups.

## **Vice-Chair**

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

### Job function

To support the Chair in all aspects of their role; to ensure that the business of the BSA is conducted in accordance with the wishes of representatives and to uphold the constitution of the bsA.

### Main duties:

- Chair meetings in the absence of the Chair.
- Support the Chair in all aspects of their role.
- Consult with the Chair in order to prepare: the annual report for the AGM; termly reports for the Board of Governors; an annual programme; meeting agendas.
- Welcome and involve all parents into the BSA
- Work with the Chair and committee members to co-ordinate events
- Lead wider school community engagement in the BSA (e.g class representatives, local contacts)

## **Treasurer**

A key role for all committee members is to manage and control the funds the BSA raises. Although all the committee members have equal responsibility for the control and management of funds, the Treasurer plays an important part in helping the committee carry out these duties properly. As a registered charity, the BSA is accountable for how funds raised are used.

### Job function

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

### Main duties:

- Day-to-day management of BSA accounts, including issuing invoices and receipts on behalf of the BSA and making payments.
- Prepare and update BSA financial ledgers.
- Complete banking transactions.
- Organise floats for fundraising events; collect and reconcile money raised at events; report totals raised to the appropriate stakeholders.
- Ensure the safe-keeping of money raised and prompt banking of funds.
- Prepare and report financial statements at BSA meetings.
- Prepare an annual financial summary for the AGM.
- Prepare an annual financial summary to the Board of Governors and Trustees.
- Charity registration and Gift Aid.

## **Secretary**

The Secretary ensures that the BSA runs smoothly and provides a link between Committee Members, the BSA 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 BSA and the school.

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

### 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 and committee officers;
- Prepare and distribute newsletters and other communications to parents;
- With the Publicity Officer, prepare publicity flyers, posters, tickets, etc. for events.

## **Publicity Officer**

A vital role is promoting and communicating work of the BSA. The Publicity Officer must be an excellent communicator both in writing and in person.

### Job Function:

To communicate and promote the work of the BSA.

### Main duties:

- Work closely with the school office to circulate information to parents via email, website and social media;
- Publicise events and fundraising initiatives, both within school and to the wider community;
- Liaise with the local press to get press coverage of events, where appropriate;
- With the Secretary, prepare publicity flyers, posters, tickets, etc. for events;
- Ensure posters/flyers are distributed or displayed in good time.