



# Joy Lane Primary School

## Friends of Joy Lane

1<sup>st</sup> September 2022

Dear Parents,

### FJL Annual General Meeting (AGM)

Following on from the information shared in the newsletter at the end of term, there are a group of parents working closely with the school to re-establish the Friends of Joy Lane. (If you are not sure what the Friends of Joy Lane is, take a look [here](#)).

To get the group up and running again there must be an Annual General Meeting (AGM) which is to be held on **Wednesday 7<sup>th</sup> September at 6pm** in the Main School Hall.

The AGM is an opportunity to elect the FJL Committee, who will represent the FJL throughout the forthcoming year. As this is a newly formed FJL Committee, all roles are available. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member.

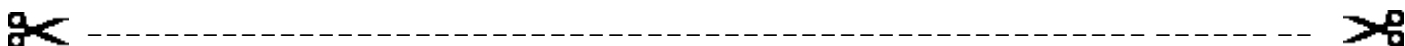
On the reverse of this letter you will find a summary about each of the roles to help you to identify whether you would like to nominate yourself to be an officer or an ordinary committee member. As the FJL is a registered charity, all committee members automatically become Trustees of the Charity. Before 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 by *Tuesday 6<sup>th</sup> September* FAO: The FJL via the school office or email [friends@joylane.kent.sch.uk](mailto:friends@joylane.kent.sch.uk).

We look forward to seeing you on Wednesday 7<sup>th</sup> September 2022.

Kind Regards,

***The Interim Friends of Joy Lane***



I/We shall/shall not be attending the AGM on *7<sup>th</sup> September 2022*

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 ..... Seconded by .....

[Please sign and print name]

[Please sign and print name]

I ..... (nominee name) agree to my nomination for the position of .....

Signed .....

Date .....

**The Chair** directs meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she 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.

If you have a **Vice Chair** they will deputise for the Chair and would step into the role of Chair if they were absent, or had stepped down. The skills required for a Vice Chair would be the same as the Chair role.

**Duties and key responsibilities**

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is Charity registered
- Ensures any decisions made are clear, fit the objects of the association and by agreement of the committee as per your constitution.
- The Chair cannot make decisions alone - all decisions are made by the committee as a whole.
- Writes the annual report for the association (with the Secretary)
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Making sure the association is GDPR compliant

**The Treasurer** ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

**Duties and key responsibilities**

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Manages different payment platforms.
- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

Ensure you have read a copy of your associations Insurance Policy Summary, detailing cash cover and adhere to any guidelines.

**The Secretary** supports the Chair to build effective communication links between the school and the association and maintains accurate records.

**Duties and key responsibilities**

- Prepares for meetings (with the Chair)
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
- Making sure that the association is GDPR compliant
- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

**The Ordinary committee members** are equally legally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity, if your Association is a registered charity, and can be signatories on the bank account. As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association. This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role. Ordinary committee members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-Ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a class representative.