

The Friends of St Winifred's PTA

- ❖ Manage the PTA as a charity in accordance with the **Charity's Commission rules** and our **Constitution**. <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4016357/charity-overview>
- ❖ Meet with school Head to **understand the financial needs of the school** for the year ahead.
- ❖ Act as **Custodians** of the monies raised.
- ❖ Adhere to the friends **code of conduct**.
- ❖ **Host annual AGM** to appoint committee members. **Welcoming** and involving new Members annually.
- ❖ Meet as often as required to appoint a sub-committees to **run the years events** & oversee the organisation of events and expenditure.
- ❖ We **cascade information** between the school and the school community.
- ❖ Ensure the **highest safety standards** at all school events.
- ❖ Make school events **fun and inclusive**.
- ❖ We work very hard, we bake – ALOT!and we buy back our own bakes ☺
- ❖ **Our children and our school community are at the heart of everything we do.**

What we do

Organisation Chart

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Committee Officers

Chair

TBC

Deputy Chair

TBC

Treasurer

TBC

Secretary

TBC

Voting Committee Members

Ana

Renee

Michelle

Andrea

Valentina

Carina

Lara

Class Reps

Dads Group	Nursery	Rec		Y1		Y2		Y3		Y4		Y5		Y6	
Rob	Michelle	Susie	TBC	Renee 1HB	Alison 1LU	Andrea 2A	TBC	Pauline 3T	Jo 3M	Amii 4K	Alison 4C	Azille 5G	Marta 5F	Marta 6M	Jessie 6F

Class Reps

- ❖ Maintain a class list, email distribution group and text message group where possible (this should be renewed each year in line the Data Protection Act rather than carried forward).
- ❖ Provide feedback and ideas from class to the PTA Committee.
- ❖ Welcome new parents to the School.
- ❖ Liaise with class staff and parents where specific help required from PTA.
- ❖ Arrange social events for their class.
- ❖ Organise the Year Group Cake Sale.
- ❖ Help out and recruit volunteers for PTA events.

Parents & Carers

- ❖ Volunteer to help when you can but its not essential
- ❖ Support school events by attending and bringing along family and friends where possible
- ❖ Spend some pennies at our events if you can
- ❖ Make happy memories with your children
- ❖ Have fun
- ❖ Muck in with the post event clean up operation 😊

Flexible Friends

All of us Parents and Carers
are committee members
we call you Flexible Friends

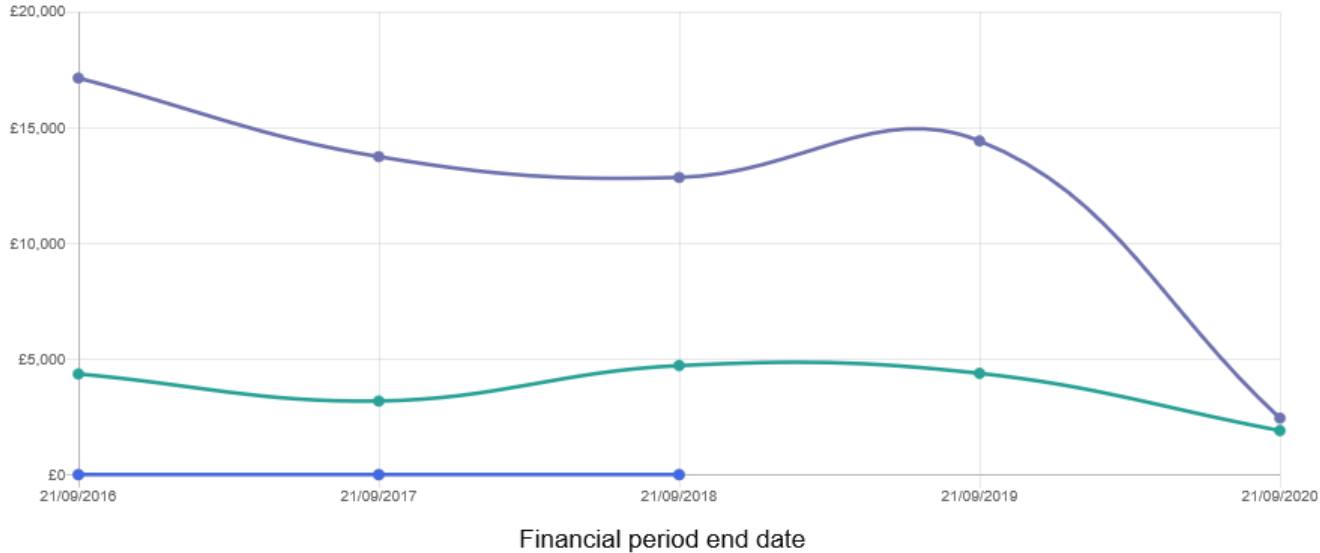
FRIENDS OF ST WINIFRED'S SCHOOLS

Charity number: 1109887



Charity reporting is up to date
(on time)

- Charity overview
- What, who, how, where
- Governance
- Trustees
- Financial history
- Accounts and annual returns
- Governing document
- Contact information



Income / Expenditure		21/09/2016	21/09/2017	21/09/2018	21/09/2019	21/09/2020
<input checked="" type="checkbox"/>	Total gross income	£17.14k	£13.74k	£12.85k	£14.42k	£2.44k
<input checked="" type="checkbox"/>	Total expenditure	£4.35k	£3.18k	£4.71k	£4.38k	£1.91k
<input checked="" type="checkbox"/>	Income from government contracts	£0	£0	£0	N/A	N/A
<input checked="" type="checkbox"/>	Income from government grants	£0	£0	£0	N/A	N/A

Financial History



Enhancing School
Community



Month	Event	Indicative Earnings
September	Welcome back BBQ	£980
October	Quiz Night	£500
November	Christmas Trees	£270
December	Family Festive Night	£750
January	Recovery Month	£0
February	Cake Sale	£370
March	Family Bingo	£750
April	Easter Egg Hunt	£350
May	Cake Sale	£370
June	School Disco	£550
July	Family Fun Day	£6,400
	TOTAL	£11,300

A Typical Year of Events

Your School needs you

- ▶ Can you DJ at our family events?
- ▶ Are you handy on the BBQ?
- ▶ Do you love writing newsletters or managing social media?
- ▶ Can you design posters or help promote events?
- ▶ Are you a boss at organising a social?
- ▶ Can you bake and donate?
- ▶ Do you like to dress as Santa?
- ▶ Do you play in a band or have another hidden talent you could share?
- ▶ Can you paint hundreds of little faces?
- ▶ Do you just want to be part of the crew?
- ▶ We want to hear from you, please look at the committee roles that are available and send enquiries or apply by email



CONTACT US

Like and Follow us on Facebook:

<https://www.facebook.com/friendsofstwinifredslee/>

Email us:

stwinifredsfriendsse12@gmail.com

Find us in the playground

Committee
Roles are
available

Responsibility

The Chair should work closely with Deputy Chair, Treasurer and Secretary to ensure that the PTA is run effectively.

The main role of the Chair(s) is to lead regular meetings and oversee the running of the annual fundraising events.

Key responsibilities:

- Provide leadership.
- Meet with head to understand the needs of the school.
- Listens to parents and feeds back to the head to assist with expenditure.
- Set the Agenda for Meetings and run the meeting.
- Welcome and involve new Members.
- Write regular newsletters in cooperation with the Secretary.
- Sign cheques for the PTA with one other Committee Member.
- Oversea with the Treasurer and other relevant experienced members to agree PTA financial commitments for the year
- Undertakes a regular stock check to minimise waste and over spending

Chair

Responsibility

The Deputy 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 Sub-Committees organising events.
- Prepare Meeting Agendas in consultation with the Chair.
- Welcome and involve other parents into the PTA.
- Prepare, with the Chair, the Annual Report for the AGM.
- Undertakes a regular stock check with the Chair to minimise waste and over spending.

Deputy Chair

Responsibility

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 / text / WhatsApp to Class Reps for dissemination to parents.

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 if agreed.

Key responsibilities:

- Deal with correspondence.
- Send email to committee to confirm date of next meeting
- Prepare Agendas along with the Chair.
- Write up the Minutes of Meetings.
- Distribute Minutes to all the Committee.
- Write the Annual Report with the Chair.
- Prepare and distribute newsletters and other communications to parents.
- Prepare flyers, posters, tickets, etc. for events and distribute to class reps as necessary.
- Prepare Health and Safety assessment for each event.
- Assists with stocktake and collects receipts for the treasurer.

Responsibility

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 money in the bank account
- committed expenditure
- 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. The Treasurer also:

- Liaises with the bank.
- Pays money into the bank account and reconciles bank statements.
- Advises the bank of agreed changes to the bank mandate, i.e. those authorised to sign cheques.
- Raises and signs cheques with a second Committee Member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices.
- Withdraws money to provide a cash float for events.

- Monitors funds held on account and discusses with the bank or building society, the use of higher rate investment accounts. Any decision to use an investment account, including the amount to be put in the account, should be taken by the whole Committee.
- Ensure regular payments, for example, PTA membership, are made on time to guarantee benefits and take advantage of any discounts.
- Arrange appropriate licenses (Gambling/Lottery/Alcohol).
- Sets a spending budget for each event and monitors expenditure

Key responsibilities:

- Maintain the financial records.
- Prepare and co-sign cheques as required.
- Report income and expenditure at meetings.
- Count and bank monies.
- Liaise with the bank.
- Charity registration and Gift Aid.
- Regular and other payments.
- Draw up the annual accounts.

Or just be a
great Flexible
Friend

Flexible Friends

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Class Reps

Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents and carers of their class. They may run small projects for the school, organise stalls and helpers for Summer and Christmas Fairs and help out where they can with PTA events. They also liaise with the Class teacher to organise the Cake Sale for their Year group.

Key responsibilities include:

- Maintain a class list, email distribution group and text message group where possible (this should be renewed each year in line the Data Protection Act rather than carried forward).
- Provide feedback and ideas from class to the PTA Committee.
- Welcome new parents to the School.
- Liaise with class teacher for any specific help required from PTA.
- Arrange social events for their class.
- Organise the Year Group Cake Sale.
- Help out and recruit volunteers for PTA events.

Parents & Carers

Parents and Carers of children at the School are automatically Ordinary Committee Members or Flexible Friends. The Committee organises and informs them of the events and projects that are due to take place. The Flexible Friends 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, they must join the committee if they wish to have voting rights. All parents and carers are encouraged to help out at the fundraising events. Information on help needed is usually provided by Class reps or via email in the run up to events but often if you see a job needs doing don't be shy, many hands make light work.

Key responsibilities include:

- Volunteer to help when you can or don't its not essential.
- Support school events by attending and bringing along family and friends where you can.
- Spend some pennies if you can.
- Make memories with your children.
- Have fun.
- Muck in with the post event clean up operation no matter how small your contribution.