



Friends of Highwood Primary School
Registered Charity Number
1147488



Highwood Primary School
'Promoting resilience, achieving potential'

Monday 5/10/2020

Dear Parents and Carers

Welcome back to a new year at Highwood, after what can only be described as a challenging year for all concerned.

In April 2020, The Friends of Highwood made an active decision to discontinue all events and fundraising efforts (even virtual ones) as we felt there was just too much happening in the world already and that both families and school staff might not appreciate the additional pressures these PTA events may bring.

That being said, we now wish to bring a sense of normality back to our school community and to try and raise spirits with fun and affordable events.

Our Annual General Meeting is on Thursday 15th October at 7:30pm and this year, in line with social distancing guidelines, the meeting will be held via Zoom. Please contact the school office to express your interest in attending and to receive the link to join.

When your child (and subsequent children) start attending Highwood, as primary carers, you automatically become members of our association; those who wish to be more closely involved with the running of events and allocated spending are welcome to join our committee (steering group). If you are already a WhatsApp rep for your child's class, then we would really appreciate you attending so that you can feed back details about events to other parents and carers.

As per our constitution, all committee members and named roles will step down from their positions at the Annual General Meeting. They are welcome to re-join the committee and/or put themselves forward for one of the four key officer roles within the association. We feel that it would be useful to the parent body to explain in more detail what these key officer roles are and what is involved, including being part of the general committee.

Chair

The chair will work closely with the Co-headteachers, the Co-chair or Vice Chair, Treasurer and Secretary to ensure that the PTA is run effectively. The main role of Chair(s) is to lead the half-termly meetings and oversee the running of the annual fundraising events.

Key Responsibilities:

- Provide Leadership
- Set the agenda for meetings and run the meetings every half term
- Welcome and involve new members
- Contribute regularly to school newsletters and 'Round Up'
- Sign cheques for the PTA

- Meet with Ms Green, Mrs Harte and the treasurer 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 and manages meetings. 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.

Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members, between the PTA and the school. The secretary deals with all correspondence that the PTA receives and helps the Chair ensure that the committee meetings run smoothly. Building up a good relationship with the school, the Secretary will ensure all correspondence is collected from the school and passed on to the PTA promptly. The Secretary will arrange for any notices to be left with the school and update the Friends of Highwood notice board on the school grounds. The Secretary will arrange the AGM and help the Chair prepare the annual report.

Key responsibilities:

- Deal with correspondence
- Send email to committee confirming next meeting date and logging any apologies
- Prepare agendas along with the Chair
- Write and distribute minutes of committee meetings
- Assist the Chair to write the annual report
- Prepare and distribute any newsletters or other correspondence with parents
- Prepare flyers/posters/tickets etc for events and distribute accordingly
- Arrange appropriate licences for events in partnership with the Treasurer

Treasurer

The role of 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 all the information available for every committee meeting plus:

- The balance of funds
- Committed expenditure
- Income, expenditure, and profit from each event held

The Treasurer should provide information about the current financial position at each committee meeting. This should be recorded in the minutes, including an update of any 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. All financial decisions taken should be recorded in the minutes of the meeting.

Key responsibilities:

- Maintain financial records
- Report income and expenditure at meetings
- Count and bank monies
- Liaise with bank
- Complete charity registration returns and gift aid
- Complete small lotteries return
- Draw up annual accounts
- Pay money into the bank and reconcile bank statements
- Advise the bank of agreed changes to the bank mandate
- Withdraw money and provides cash floats for events
- Monitor funds within the account
- Ensure regular payments are made in a timely fashion
- Arrange appropriate licences for events in partnership with the secretary

Committee members (steering group)

Committee members work alongside the nominated officers, contributing ideas and helping to organise events or running smaller projects. They also have an important role to play alongside the officers of the PTA in ensuring good communication with the rest of the school, encouraging participation and enthusiasm for events organised by the PTA.

Parents and Carers

Parents and carers of children who attend Highwood are automatically members of the PTA. The PTA committee will inform them of the events and projects due to take place via letters, newsletters, posters and Facebook etc. Parents and carers are encouraged to participate in the events run by the PTA as their children benefit from them. They are always welcome to attend committee meetings but cannot vote on decisions made by the committee. All parents and carers are encouraged to help at fundraising events. Information about help needed is usually provided by class WhatsApp reps or via email/letter in the run up to events.

Named roles (PTA officers) 2019/20 to date:

Chair: Beverley Pratt

Vice Chair: *vacant*

Treasurer: Sue Docker

Vice Treasurer: Emma Sykes

Secretary: Lisa O'Brien

Vice Secretary: Louise Baldwin

If you are interested in becoming part of the PTA committee, please express your interest in writing to friendsofhighwood@highwood.herts.sch.uk giving a little detail about yourself and why you want to be involved. If you are interested in one of the officer positions, please indicate which one and

elaborate why and what skills/attributes you feel you can bring to the team, which will be shared with attendees ahead of the AGM.

If you would simply like to attend the AGM and find out more about our commitments and plans for the year then please email friendsofhighwood@highwood.herts.sch.uk or Mrs Faulkner in the school office.

All those attending the AGM will be able to vote on who they feel would be best fit for each role. Details of the Zoom link, written reports and candidate information for key roles will be sent to you via email.

Please reply by Monday 12th October to allow time for us to distribute this information effectively.

If you have any other questions, please do not hesitate to get in touch

We look forward to seeing you!

Kind regards

Beverley Pratt
Chair