



20<sup>th</sup> October 2021

Dear Parents, Carers and Staff,

Last week saw our first meeting to refresh and revitalise TEMPO after the easing of restrictions. By being part of our school community you are automatically members of TEMPO and your children will have benefitted from their activities and hopefully, will continue to do so. Thank you very much to those who were able to attend the meeting in person and also to those who let us know that you couldn't attend but were interested in supporting.

There are many ways you can support the work of TEMPO; from simply attending or supporting events, being a volunteer helper in preparing for or running events, or taking on a role on the committee. Any of those roles offer a great chance to get to know other parents and families and to be a huge support to the school.

Moving forwards, Jodie and Rae, the former Chair and Treasurer respectively, have confirmed that they will be stepping down from their roles, although they are keen to remain involved and support the new committee. We thank them for all of their hard work up to now, and also for their support in the future.

The formal full AGM will be held on Tuesday 16<sup>th</sup> November at 2pm and you are all invited to attend.

During this meeting, in order for TEMPO to remain in operation we will need to elect a Chair (and possibly a Vice-Chair), a Treasurer and Secretary. These roles can seem daunting, but full support will be available from the school and via PTA UK and of course, the former Chair and Treasurer are happy to give you advice also. Please read the role descriptions below and see if this is something you'd like to be part of.

## **Chair**

*Main purpose of role: To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.*

*Typical responsibilities:*

- *Setting the dates and agenda for meetings*
- *Managing meetings according to the agenda and remaining impartial while doing so*
- *Ensuring meetings are held fairly and contributions from everyone are welcomed*
- *Writing the annual report for the AGM*
- *Delegating tasks to committee members and volunteers and ensuring these are carried out effectively*
- *Being one of the designated signatories on the PTA bank account*
- *Getting to know PTA members and welcoming and encouraging new volunteers*
- *Drawing up the annual PTA calendar of events*
- *Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team*
- *Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary*

### Skills required:

- Strong leadership
- Enthusiastic
- Good mediator

### Treasurer

*Main purpose of role: To manage and control PTA funds according to the wishes of the committee.*

#### *Typical responsibilities:*

- *Reporting finances at PTA meetings in a clear, concise way that all members can understand*
- *Preparing a financial report for the AGM*
- *Maintaining up-to-date records of all the PTA's financial activity*
- *Organising floats for fundraising events*
- *Ensuring money is kept safely before and during events, and banking takings afterwards*
- *Reporting income and expenditure information after events*
- *Managing Gift Aid claims*
- *Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary*
- *Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts*
- *Ensuring PTA bank cards and cheque books are safely stored*
- *Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members*

### Skills required:

- Organised
- Good with numbers
- Confident handling money

### Secretary

*Main purpose of role: To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.*

#### *Typical responsibilities:*

- *Working with the chair to prepare for and run meetings*
- *Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings*
- *Helping the chair in planning the AGM and preparing the annual report*
- *Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff*
- *Managing all correspondence received by the PTA*
- *Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair*
- *Maintaining the PTA's records, including minutes, member contact details and legal documents*
- *Ensuring there are enough committee numbers present at meetings to make up the quorum*
- *Preparing the publicity for events, including flyers, posters and tickets*

### Skills required:

- Motivated
- Strong communicator
- Fast and accurate note-taker

During the meeting last week, we discussed some links that offer some great information. Please do take a look at them, you will find a wealth of information on the PTA UK site including more about the role expectations of Chair, Treasurer and Secretary.

<https://www.pta.co.uk/running-a-pta/managing-a-pta/agm-quick-guide/>

<https://www.pta.co.uk/running-a-pta/managing-a-pta/other-pta-committee-roles-and-responsibilities/>

<https://www.pta.co.uk/running-a-pta/managing-a-pta/charity-trustees-faqs/>

<https://www.gov.uk/government/organisations/charity-commission> and how to set up a charity <https://www.gov.uk/set-up-a-charity>

This is a lot of information to look through but we are very much hoping that TEMPO can become the fabulous organisation it has been before. The people we have already met are bringing lots of enthusiasm and we all hope you will join us at the AGM so we can get to work for the children of Temple Mill School.

Yours sincerely



Mrs L Lewis  
Executive Headteacher (Primary)



Mr D Bignell  
Co-Head of School

