



## St Nicholas Church of England Primary School Parent and Teacher Association ('PTA')

Our PTA is, and has been, an integral part of the school community for many years. In its time, the PTA has raised thousands of pounds which has been spent on equipment and resources to enhance our children's education experience and the school's facilities.

Its funding provides crucial learning materials for the children, ranging from basic pencils, exercise books etc to more complex IT solutions. Over and above this, the PTA organises fun social activities for both the children and parents to enjoy. These help to create strong friendships and promote a community feel within the school. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the PTA when their child joins our school.

The PTA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are run as purely as fundraisers. For example, our children's parties and film nights are run primarily with the aim of giving the children a good time and as a way of thanking families for their continued support of the PTA and the school.

### Role of the PTA Committee

Our 2017/2018 PTA Committee consists of the following officers:

|                                      |                          |
|--------------------------------------|--------------------------|
| President                            | John Paddington          |
| Co-Chairs                            | Jo Rowe & Pam Manfo-Marc |
| Treasurer                            | Ellie Parker             |
| Donations, Website & EasyFundraising | Carina McEntire          |
| Marketing Materials                  | Helen Baylis             |

We also have a number of ordinary committee members to make up the full Committee:

|                                 |   |
|---------------------------------|---|
| School Uniform & Lost Property  | Vicky Flynn, Kate Murdock-Smith & Nina Balachander-Groves |
| Film Nights                     | Anna Barlow, Kate Murdock-Smith & Michelle Sharpe         |
| Bar & Event set-up Co-ordinator | Paul Davis  |
| Bonfire Night                   | Karen Jenner and Pam Manfo-Marc                           |
| Christmas Cards                 | Marisa Alexander  |

|                          |  |
|--------------------------|--|
| Christmas Party Team     | Anna Barlow, Kate Murdock-Smith, Michelle Sharpe & Linsey Salter     |
| 90s Party                | Helen Baylis, Carina McEntire, Pam Manfo-Marc, Ellie Parker, Jo Rowe |
| Pantomime                | Paula Donovan and Karen Jenner                                       |
| Mother's Day Secret Room | Jane Epps  |
| Father's Day T-Shirts    | Jo Rowe  |
| Easter Egg Hunt          | Denise Brander, Jo Rowe and Alison Thomas                            |
| Break the Rules          | Irene Gough and Lizzie Lamb  |
| Stretch-a-Pound          | Kelly Nedham   |
| Fashion Event            | Karen Jenner   |
| Ball Team                | Solveig Leonard  |
| PTIP Team                | Natasha Moore & Rebecca Ross   |

***Class Reps - Supporting All Events (including Cake Sales & Coffee Mornings)***

|                  |  |
|------------------|--|
| Class Rep Year R | Emma Floyd and Evelyn Medcalfe             |
| Class Rep Year 1 | Michele Sumner and Sue White               |
| Class Rep Year 2 | Sophie Deppe and Jude Mladek               |
| Class Rep Year 3 | Jen Piper and Marian Skillen               |
| Class Rep Year 4 | Olessya Johnson and Kathy Tormann          |
| Class Rep Year 5 | Jen Piper and Debi Warde                   |
| Class Rep Year 6 | Denise Brander, Antonia Garcia and Jo Rowe |

The Committee meet on a regular basis, with smaller working groups meeting as necessary when planning larger events.

The business of the PTA shall be managed by a committee consisting of parents and teacher(s).

Members of the committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The office bearers will be the Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the committee at the AGM.

The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

Meetings of the committee shall be held as required. At all meetings of the committee, a third of members, at least two of whom are office bearers, shall form a quorum (a quorum is only valid if all the committee members have been informed of the meeting, and sent notice of the items of business in advance). Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association. It is important to keep accurate minutes

to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made to the parents at the AGM of what has been bought.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

### **Annual General Meeting (AGM)**

Our AGM is held at the beginning of the academic year and provides an opportunity for all parents to come along and hear in more detail about the work of the PTA, the events we have run, the funds we have raised and how the money has been spent. It is also the occasion when we elect our new committee members and class representatives.

### **Charitable Status**

Charity law requires voluntary organisations such as ours with an annual income in excess of £5,000 to register with the Charity Commission for England and Wales.

The St Nicholas Church of England Primary School Parents and Teacher Association ('St Nick's PTA') entered on the Register of Charities ([www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)) on 7th November 1980 and our Registered Charity Number is 281171.

As a charity we must abide by Charity Commission rules and regulations and we are bound by a governing document referred to as our constitution. Our constitution sets out the rules about how we operate as a PTA and how we conduct ourselves. If you would like to see a copy of the constitution, please contact one of the Committee members.

Being a registered charity enables the PTA to:

- receive charitable donations from local and national companies or international companies with UK affiliates
- apply to grant-making charitable trusts; most charitable trusts will give grants only to groups formally recognised as charities
- receive donations made through payroll giving and company matched giving schemes
- apply for Gift Aid