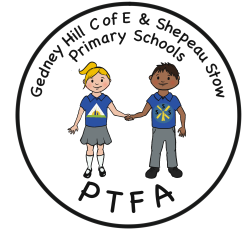


**Gedney Hill C of E and Shepeau Stow Primary Schools**  
**Parent Teacher Friends Association**  
**Registered Charity No. 1096109**



Date: 26th September 2022

Dear Parents and Careers,

**2022 PTFA Annual General Meeting (AGM)**

We would like to give notice of the AGM of the Gedney Hill Church of England and Shepeau Stow Primary Schools PTFA to be held on Monday, 17th October 2022 at Gedney Hill School in the main hall. The PTFA Annual General Meeting will start at 15.45 and include Committee nominations for the 2022-2023 academic year. We intend to finish our meeting by 16.15.

The PTFA plays a vital part in the school community and all parents, family members and other members of the community, as members of the PTFA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PTFA Committee, who represent the association throughout the forthcoming year. Nominations can be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTFA of their wishes to remain on the committee. Please see the enclosed page which gives more information about each committee role.

You may attend the meeting without the intention of joining the committee - simply to see what it is we do, or to sign up to become a volunteer throughout the year at our events. We must have at least 11 people present in order to go ahead with our AGM. So if you like baked goods and have 30 minutes to spare, we would greatly appreciate your presence.

If you would like any further information about being a Committee Member, please speak to a PTFA member directly or email us on [info@ghssptfa.co.uk](mailto:info@ghssptfa.co.uk). As our PTFA 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 Monday, 17th October 2022 at the latest to the PTFA Committee Nomination box at either school office alternatively email the PTFA email address [info@ghssptfa.co.uk](mailto:info@ghssptfa.co.uk).

We look forward to seeing you on 17th October 2022.

Kind Regards,  
Your School PTFA Committee



I/We shall/shall not be attending the AGM Evening on 17th October at Gedney Hill (15.45-16.45).

Signed ..... Print Name .....

**NOMINATION FOR OFFICER/MEMBER OF THE PTFA COMMITTEE**

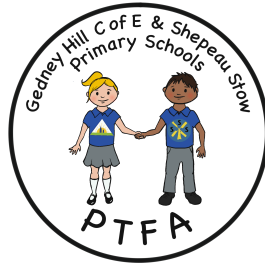
Nominee .....

For position of: Chair/Vice-Chair/Secretary/Treasurer/Communications 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 .....



**Gedney Hill C of E and Shepeau Stow Primary Schools**  
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**2022 PTFA Annual General Meeting (AGM): Committee Roles**

**Chairperson** - a role held by a member of the PTFA community from either Gedney Hill C of E or Shepeau Stow Primary School.

Duties include:

- Directing meetings, making sure everyone's views are heard and everyone is involved in the meeting
- Making sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee
- Delegating tasks to other members and volunteers, and checks they are completed.
- Liaising with the school about fundraising priorities to be discussed at future meetings
- Writes the annual report for the association's AGM (with support of the Secretary)
- Is a signatory on the PTFA bank account (along with Treasurer)
- Having an additional vote in the event of a tie on any decisions made
- Making sure the association is GDPR compliant

**Vice-Chair** - a role held by a member of the PTFA community from either Gedney Hill C of E or Shepeau Stow Primary School.

Duties include:

- Working closely with the chair so they are able to support the chair's role and be able to stand in for the chair at short notice
- Directing meetings in absence of the Chair, making sure everyone's views are heard and everyone is involved in the meeting
- Preparing for meetings (along with with the Chair and Secretary)

**Secretary** - a role held by a member of the PTFA community from either Gedney Hill C of E or Shepeau Stow Primary School.

Duties include:

- To build effective communication links between the school and the association with support of the Communications Officer and maintain accurate records
- Preparing and circulating the Agenda for each meeting
- Preparing for meetings (with the Chair and Vice Chair)
- Taking minutes at meetings, recording attendance, action points, decisions and proposals
- Circulating approved minutes, along with a reminder of any actions agreed in a timely manner
- Maintaining association records
- Making sure that the association is GDPR compliant
- Updating trustee details with Charity Commission (as appropriate)
- Assisting the Chair writing the annual report for the association

**Treasurer** - a role held by a member of the PTFA community from either Gedney Hill C of E or Shepeau Stow Primary School.

Duties include:

- Managing day to day finances, ensuring accurate detailed financial activity is kept at all times
- Being responsible for making sure money is spent in accordance with decisions made at meetings
- Ensuring money transactions take place in accordance to the Finance Policy
- Keeping the committee updated with regular finance reports
- Responsible for arranging floats for events
- Ensuring money is kept safely at all times
- Signatory on the PTFA bank account
- Ensuring end of year reports are completed for the association's AGM
- Arranging annual audit of accounts
- Submitting Charity Commission annual return within given timeframe

**Communications Officer** - a role held by a member of the PTFA community from either Gedney Hill C of E or Shepeau Stow Primary School.

Duties include:

- Working closely with the Secretary and the School Federation Communities (including but not limited to its members) to provide timely communications of events and successes
- Being responsible for monitoring and filtering of our social media communications as laid out by the Social Media Policy.
- Creating communication for parents including (but not limited to) Parentmail, other letters or emails and termly newsletters
- Liaising with School Office staff to correspond with parents in the most appropriate way
- Being an ADMIN for the GH and SS PTFA Facebook Group (which includes being partly responsible for GDPR compliance)
- Tracking trends and use analytics to ensure our Social Media presence is reaching a wide audience

**Ordinary Committee Members** - Best practice is to have a parent/guardian representative for EYFS/KS1 and one for KS2 ideally with representation across both schools in this role as well as Officer roles.

Duties include:

- Being equally legally responsible for the control of the Association, its property and its funds as the Officer roles
- Suggesting suitable items for the Agenda to the Secretary for upcoming meetings
- Trustees of the Charity (ensuring this document has been read [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK](#))
- Can be a signatory on the bank account
- Having voting rights in committee meetings to make decisions on behalf of the Association

**Volunteers** - Any adult members of the school community who might like to volunteer their time/resources to our events throughout the year.

Duties include:

- Supporting the PTFA throughout the year at fundraising events

*Our wonderful volunteers help make our PTFA a success, however you do not need to be voted in nor do you need to commit to a set number of events, hours, etc. Anyone wishing to put their name forward for volunteer opportunities with our PTFA can email [info@ghsptfa.co.uk](mailto:info@ghsptfa.co.uk) or speak to any committee member of the PTFA.*

**Additional information: Honorary role as detailed in our constitution-** - Executive Head Teacher (with his or her consent) is given the honorary title of Patron, President or Vice-President of the association for the purpose of ensuring money spent is inline with the school vision and intent for the federation. Also ensuring fundraising events are fit for purpose and appropriate.