



Dear Parents, Staff & Friends,

Avanti Fields PTFA – Notice of AGM

Building partnerships with parents is very important to Avanti Fields School and plays a significant role in its growth and success.

The PTFA plays a valuable part in supporting Avanti Fields, not only with many fundraising efforts for the school and for various charities under our name, but also in assisting with Open Days, Parent Evenings and representing the school at other events.

Our financial support has paid for a number of items for the school. In the last academic year we have transferred more than £9000 for various projects for the benefit of our pupils.

We were successful in our funding bid to Severn Trent Water, which awarded us £27,000 for the creation of a Community Garden and have since had a gardening event where members of the wider community participated in a planting event.

Events we have organised to bring the school community together and for the benefit of our pupils include – Bhavik Haria Concert, Navratri, Mela and Gardening Event. We hope to continue with these and more in the current academic year.

In order to comply with the PTFA's constitution and Charity Commission guidelines, we will be holding our AGM in January 2025.

The key roles of Chair, Treasurer, Secretary and Trustees will be elected at the AGM along with other committee posts.

It's also an opportunity to hear about the PTFA's activities and achievements, as well as ask any questions about our organisation and operation.

You are all invited to the PTFA AGM to be held at the school on **Sunday 19th January 2025 at 3pm.**

Requests to attend the meeting or to nominate yourself should be emailed in advance of the AGM. For anyone wishing to stand as a Committee Member or if you wish to discuss the roles further before committing, email your contact details to avantifieldsptfa@gmail.com. Please note deadline for nominations is Thursday 21st December 2024.

In order for the PTFA to continue and flourish, we are in need of a much bigger team that represents all year groups in the school, including the Primary phase. Please see appendix B for Roles and Responsibilities

Please see Appendix A for the agenda for the AGM. We hope you will all consider getting involved so that the PTFA can continue to support the school effectively.

Kind Regards

Heten Tejura
Chair

APPENDIX A: AGM AGENDA

Avanti Fields PTFA

Reg Charity No. 1183148

Avanti Fields

Parent Teacher Friends Association (PTFA)

Registered Charity No. 1183148

ANNUAL GENERAL MEETING

19th January 2025

To be held at Avanti Fields School, Hamilton at 3:00pm

Agenda

No	Agenda Item	Lead
1	Welcome by Chair	Heten
2	Apologies for Absence	Heten
3	Approval of previous minutes of the AGM held on 21 st of January 2024	Nazia
4	Matters arising from the minutes	All
5	Chair's Report	Heten
6	Secretary's Report	Nazia
7	Treasurer's Report	Raj
8	Election of Officers and Trustees of the Committee <ul style="list-style-type: none">• Chair• Vice Chair• Secretary• Treasurer• Additional Committee Posts & Ordinary Committee Members	
9	Any other business (as applicable)	All

Please email your request to attend meeting and nomination for a committee role (if desired) to avantifieldsptfa@gmail.com.

Deadline for nominations is Thursday, 21st December 2024.

APPENDIX B: Roles and Responsibilities

We'd love for you to be a part of Avanti Fields PTFA, and join our committee. But is it the right step for you?

It's a rewarding role, but one that requires a good level of commitment, volunteer hours across the year, and attendance and participation in committee meetings and PTFA events and activities.

If you're still interested in joining, here's a look at what's required for some of the key roles.

Chair

The Chair directs the committee's meetings, making sure everyone is involved and their views are heard. The Chair should ensure all committee members are familiar with the constitution and their roles and responsibilities. The PTFA Chair also holds the casting vote if the outcome is tied. And the responsibilities?

These can vary drastically, depending on the size and needs of the school, but commonly include:

- Preparing and setting the agenda for meetings
- Setting the ground rules for – as well as chairing – meetings
- Delegating tasks to other committee members and volunteers, checking they're completed and offering support where needed
- Liaising with the school
- Ensuring the committee is governed in line with their constitution
- Ensuring any decisions are made correctly and fit the objectives of the association as set out in the constitution
- Writing the Chair's report for the AGM
- The Chair may also be a signatory on the PTA bank account

What qualities does a good Chair usually have?

- Confidence – with the ability to inspire and guide others
- Assertiveness – able to manage meetings
- The ability to remain impartial and be inclusive
- A calm, friendly and approachable manner
- Organisational skills – able to manage multiple projects
- The ability to delegate – so the workload is shared – and tasks are completed

The Treasurer

The Treasurer ensures accurate financial records are kept, and that best practice procedures are followed when counting money, making payments and banking. The Treasurer should keep the committee updated with regular reports and ensure end-of-year reports are completed for the association's AGM. As the PTFA is a registered charity, the Treasurer will also be required to coordinate the Charity Commission's annual return.

And the responsibilities? These vary from committee to committee but generally they include:

- Keeping accurate and up-to-date financial records
- Presenting financial updates at each committee meeting
- Managing the PTA bank account and holding the association cheque book/debit card
- Monitoring and managing online payment platforms
- Preparing floats
- Ensuring best practice procedures are followed for counting and banking money, making payments and claiming expenses by all committee members
- Making any approved payments on the committee's behalf

- Preparing the annual Treasurer's report for the AGM and arranging an independent examination of the association's accounts
- Completing the relevant Charity Commission's annual return if your PTA is registered as a charity
- Managing Gift Aid (or assists the committee member responsible)

What qualities does a good Treasurer usually have?

- Knowledge of finances
- Organised
- Attentive to detail
- Able to meet deadlines
- A good understanding of spreadsheets or accountancy software

The Secretary

An important administrative role, the Secretary will support the PTFA committee to build effective communication links between the school and the association. They also maintain accurate records.

And the responsibilities? These vary from committee to committee, but generally include:

- Preparing for meetings (with the PTFA Chair)
- Taking minutes at meetings, recording attendance, action points, decisions and proposals.
- Circulating approved minutes, along with a reminder of any actions agreed
- Maintaining association records
- Making sure the association is GDPR-compliant
- Updating trustee details with relevant charity commission (as appropriate)
- May be a signatory on the PTFA bank account (along with at least one other committee member)
- Handling the association's correspondence

What qualities does a good Secretary have?

- Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor
- Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes
- Calm, friendly, and approachable – able to communicate confidently with the school and the committee members

Other roles

These may be required include, but aren't limited to:

Communications Officer - Dealing with PR, managing our social media, communications with media outlets.

Funding Officer - Identifying sources of external funding and coordinating our funding bids.

Health & Safety - Overseeing our compliance and adherence to health and safety at all events and activities.

Committee Members - may be co-opted onto specific roles and areas, but generally are part of the management committee to support the team, contribute ideas, volunteer their time, and take on delegated tasks.

We can't stress enough how all of these roles are vital to the success and smooth operation of the PTFA. They all require commitment and dedication throughout the year, and we would urge anyone interested in joining to consider this before committing.

We look forward to welcoming you to our team!