



Avanti Fields PTFA

NOTICE FOR EXTRAORDINARY GENERAL MEETING (EGM) RESCHEDULED ELECTION OF NEW COMMITTEE

Dear Parents, Guardians, Carers, Staff & Friends,

Following the recent adjournment at our AGM of the election of the incoming Committee for the PTFA, I am writing to you to inform you that a date has now been scheduled for this election.

You are all invited to the EGM rescheduled election, which is to be held at the school on:

Friday 28th February 2025 at 6.30pm till 7.00pm.

Requests to nominate yourself for a position as listed below, should be emailed to the Chair, in advance of the EGM.

From the current and outgoing Committee, the following individuals have put themselves forward for re-election for the following roles, and there are roles that are vacant:

Chair –	Heten Tejura
Vice Chair –	Reena Patel
Joint Vice Chair –	Raj Dave
Secretary –	Sumeer Kalyani
Treasurer -	Vacant
Media Officer -	Vacant
Primary Lead –	Kajal Patel
Health & Safety Officer -	Vacant
Secondary Lead -	Vacant
Comm Garden Coordinator -	Vacant

For any member wishing to be nominated for the above roles, or those listed below, please email avantifieldsptfa@gmail.com. You should state what your interest is at the school (i.e. parent/carer/guardian of current pupil, or member of staff). Details about some of the roles are highlighted below – please feel free to contact the PTFA if you wish to discuss any aspect of these roles.

The nomination should also include the full name of the member who has seconded your nomination, and also their interest at the school.

Nominations should be sent by Friday 21st February 2025.

Please note any nominations received after this date shall still be considered by the Chair and/or Management Committee and will be put forward for election at the discretion of the Chair, depending on nominations already received prior to the above deadline date.

If any role has more than one nominee contesting, the Members present will be eligible to cast their vote for their preferred candidate, via secret ballot on the day.

For committee positions with multiple nominations received, we are asking candidates to prepare a short (no more than 200 words) Express of Interest for the role. We would like to request that part of this written statement includes how candidates would uphold the core principles of The Avanti Way. These will then be read out at the AGM, prior to a ballot taking place. (A copy of the Avanti Way has been included with this letter).

Eligible members must be a parent/carer/guardian of a child(ren) currently attending Avanti Fields, or a staff member employed by the school.

We have many friends outside these roles who continue to support us at our events, but aren't directly associated with the school through pupils or employment.

In order to become a member of the PTFA, and thereby become eligible to attend our general meetings or be considered for committee roles, these friends would be required to request membership to the PTFA, by emailing avantifieldsptfa@gmail.com

Their membership request will then be subject to approval by the Committee.

Please note that friends, relatives or other volunteers will not be eligible to take part in any election or voting process, unless they are pre-approved members.

So that the necessary administrative and catering arrangements can be made, please also register your attendance to the EGM by emailing avantifieldsptfa@gmail.com

Attached is the agenda for the Election.

Kind Regards

Heten Tejura
Chair
Avanti Fields PTFA
Reg Charity No. 1183148

Avanti Fields

Parent Teacher Friends Association (PTFA)

Registered Charity No. 1183148

EGM - RESCHEDULED ELECTION OF NEW PTFA COMMITTEE 2025/2026

Friday 28th February 2025

To be held at Avanti Fields School, Hamilton at 6.30pm till 7.00pm

(Refreshments will be provided)

(See below for Agenda and further details)

Agenda

No	Agenda Item	
1	Welcome by Chair	Heten Tejura
2	Election of Officers and Trustees of the Committee <ul style="list-style-type: none"> • Chair • Vice Chair • Joint Vice Chair • Secretary • Treasurer • Health & Safety Officer • Media Officer • Primary Lead • Secondary Lead • Community Garden Coordinator 	
9	Any other business (as applicable)	All

Please email your nomination for a committee role to avantifieldsptfa@gmail.com

The deadline for nominations is Friday 21st February 2025.

PTFA AIMS & OBJECTIVES & ‘THE AVANTI WAY’

As per our Constitution, the object of the PTFA is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Furthermore, the PTFA endorses and imbibes ‘The Avanti Way’ in line with the school ethos and values. This includes supporting the school in:

- inspiring spiritually compassionate changemakers
- Promoting and living out virtues of self-discipline, respect, empathy, integrity, courage and gratitude

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

Media Officer – Dealing with PR, managing our social media, communications with media outlets.

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!