

# Friends of Floreat Wandsworth

September 2016

## **Annual General Meeting**

Dear Parents, Guardians, Staff and Friends,

We hereby give notice of the second AGM of the Friends of Floreat Wandsworth ('FOFW'), to be held on Thursday 20<sup>th</sup> October 2016 at 7.45pm in the school hall. We anticipate that the AGM should last until approximately 9pm. We hope that everyone will stay for wine and nibbles provided by FOFW and we will head over to the Jolly Gardeners afterwards.

We hope FOFW will continue to play a vital part in the school community and all parents, guardians and staff are invited to support the AGM. The purpose of the AGM is for all parents, guardians and staff who attend to discuss what FOFW has already achieved in the academic year 2015/16 and what plans we have for the year ahead. We really hope all parents, guardians and staff will attend and get involved in FOFW.

As many of you are aware Yvette Wood, the founding chair of FOFW, stepped down at the beginning of term. Yvette and her husband Simon were offered a place for their daughter Amelia at their local school, where their youngest daughter attends nursery, and made the tough decision to leave Floreat. Yvette has been instrumental in establishing FOFW and along with Simon they have both made a very valuable contribution to the school and will be missed by the FOFW committee. Yvette was happy to stay as Chair until the AGM but the rules of the PTA Organisation require any committee member to have a child attend the respective school and Yvette was therefore required to step down with immediate effect.

Current committee members Victoria Boxall-Hunt (Vice Chair) and Tee Barnes (Ordinary Member) have taken on the role of acting Co-Chairs. The FOFW Committee have agreed this is a formation we would like to continue (and is common practice within PTAs) and therefore we are taking applications for **2 x Co-Chairs, Vice Chair (to replace Victoria) and Treasurer and 2 x Ordinary Member (one to replace Tee and one new role)**. Our Treasurer Natalie Wardrope is also stepping down as she is returning to work after maternity leave – however Natalie is still very keen to be involved with FOFW and work alongside the new Treasurer as required.

Please see attached information on the roles. The Co-Chair, Vice Chair and Ordinary Member positions will start as on appointment and the Treasurer role to start in the New Year to allow for a hand over period from the AGM. The committee application forms will be reviewed, a decision made and new committee members elected at the AGM.

Even if you do not wish the commitment of being a committee member, we hope to have a variety of fundraising events planned for the rest of the 2016/17 school year and would love to have as many of you involved as possible. If there is a particular FOFW event you would like to organise please let us know at the AGM or drinks after. If you are not able to attend the AGM but would like to discuss an event, you can contact the Committee any time on: [fofwsecretary@gmail.com](mailto:fofwsecretary@gmail.com)

Also included in this pack is a Gift Aid form, which enables FOFW to claim an extra 25p for every £1 you donate. It doesn't cost you anything extra so please complete the form.

**Please return the reply slips, Committee Applications and Gift Aid forms to the FOFW post box in reception by Thursday 13th October at the latest.**

We look forward to seeing you on Thursday 20th October 2016.

Regards,

The FOFW Committee  
(Victoria Boxall-Hunt, Natalie Wardrope, Natalie Stearn and Tee Barnes)

**Reply Slip for AGM Attendance:**

Friends of Floreat Wandsworth AGM I/We\* shall/shall not\* be attending the AGM on Thursday 20th October 2016 at 7.45pm

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Please let us know in the space below if you wish to be actively involved with the work of FOFW. It would be helpful if you could also write what specific interests/ talents/ resources you have, so that we know who we can call on for help! (examples being, but not exclusively: organising fundraising events, FOFW webpage design, sponsorship... – but this really can be ANYTHING that you feel you could offer!)

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For FOFW email updates please add email addresses as appropriate:

Mum  
\_\_\_\_\_

Dad  
\_\_\_\_\_

Carer  
\_\_\_\_\_

## **Committee Roles**

### **Role of Chair (will be divided by Co-Chairs)**

The Co-Chairs should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Co-Chairs welcome contributions from all members of the committee so that everyone feels involved. New members of the committee may feel nervous at first. The Co-Chairs should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Co-Chairs should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Co-Chairs needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Co-Chairs can be a signatory for the association's bank account, along with either the Treasurer, Secretary or other elected committee member.

### **Key responsibilities:**

Provide leadership; ensure the Committee fulfils its role in respect of governance of the association

- Set the agenda for meetings, liaising with the Secretary
- Ensure the agenda is followed and that all business is covered
- Call the meeting to order when it is time
- Welcome and involve new members
- Ask for apologies for absence
- Sign the approved minutes of the last meeting
- Agree a date for the next meeting
- Close the meeting
- Write the annual report, liaising with the Secretary
- Sign cheques for the PTA with one other elected committee member
- Get to know committee members

### **Role of Vice Chair**

The Vice Chair will work together with the Co-Chairs to ensure that the above responsibilities are achieved. The Vice Chair will ideally stand for position the Chair the following year, to maintain continuity within the work of the Committee.

### **Role of Treasurer**

A key responsibility for all committee members is to manage and control the funds the association raises. Although all the committee members have equal responsibility for the control and management of funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should maintain a record of all income and expenditure. This can be done in a simple accounts book or using a computer based package. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events.

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments, for example, PTA UK membership, are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

At each event, two people, the Treasurer and another committee member should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a safe overnight. We recommend that funds raised should not be kept at home. PTA UK insurance provides cover for cash to specified limits. Please refer to the PTA UK Policy Insurance Summary for further details.

The Treasurer should also be involved in pursuing charitable status and Gift Aid. Before the AGM, the Accounts will have to be drawn up in collaboration with the Chair and either audited or independently examined as specified in your constitution.

#### **Key responsibilities:**

- Maintain accurate and detailed financial records
- Present a financial report at each meeting
- Liaise with the bank
- Make approved payments
- Consults with the bank or building society regarding the availability of higher rate interest accounts
- Count and bank monies
- Prepare and co-sign cheques as required
- Provide and account for cash floats at events
- Charity registration and Gift Aid
- Pay agreed expenses
- Prepare annual accounts and liaise with the independent examiner of accounts
- Ensure the committee has agreed appropriate procedures for the handling of financial matters

#### **Accounting system**

Depending on the experience of your Treasurer your accounts can be produced in several ways:

- In an analysed cashbook

- Using a spreadsheet application
- Using an accounting program

Any of these systems can be used to record information throughout the year and will allow your association to produce periodic and end of year reports. Simple computer software is a good option. A lack of knowledge of such packages should not preclude anyone from being the Treasurer as it is acceptable for the committee to arrange for appropriate training for the Treasurer.

**Role of the 'Ordinary Member' (to be delegated between both Ordinary Members equally)**

This position is less clearly defined than the other positions, however it will involve supporting the general work of the Committee. It is anticipated that this role will be shaped by the person who is in post at the time, for example taking a leading position in the organisation of fundraising events, organising sponsorship, or designing and maintaining a FOFW page on the school website.

**Committee role application:**

I wish to apply for the role of Co – Chair / Vice Chair / Treasurer / Ordinary Members

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Please let us know in the space below why you would like this position.....

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