Dear Parent/Carer, School and Community,
27/09/24

PTA Annual General Meeting (AGM) Thursday 17th October 2024 at 7.30pm in the Fenay Bridge pub.

We would like to take this opportunity to invite everyone to our AGM. This will give people the opportunity to see how the PTA operates, the time and effort spent on organising events as well as how the fundraising monies raised have been used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PTA Committee, to represent the association throughout the forthcoming academic year. Nominations will be sent in advance of the AGM, all existing committee members will step down from their posts but can be re-elected. The primary nominations will be for Chair, Vice Chair, Secretary and Treasurer, there are also posts available for ordinary committee members

If you would like any further information about what is involved in being a Committee Member, please contact Emily Henman (Chair) via the school office or by email leptonacademypta@gmail.com

Please confirm your attendance via your child's Parentpay account by **Friday 29th September at the latest**. You can also nominate yourself for a role on the PTA via your Parent pay account.

We look forward to seeing you on **Thursday 17th October 2024 at 7.30pm.**
Kind Regards,

Emily Henman

Emily Henman
PTA Chair

PTA COMMITTEE ROLES

CHAIR

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.
The Chair 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 chair welcomes contributions from all members of the committee so that everyone feels involved.
The Chair will ensure that all new members feel welcome, and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.
To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.
The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively.
As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.
Main duties:

- Provide leadership.
- Sign the approved minutes of the last meeting.
- Set the agenda for meetings.
- Get to know members of the committee.
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute.
- Agree a date for the next meeting.
- Welcome and involve new members.
- Write the annual chair report.
- Sign cheques for the PTA with one other committee member

VICE CHAIR

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson, when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.
Main duties:

1. To chair meeting in the absence of the Chair
2. To prepare meeting agendas by consulting with the PTA Chair.
3. To welcome and involve other parents into the PTA.
4. To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
5. To prepare with the Chair the PTA annual report for the Annual General Meeting.

SECRETARY

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.
The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.
The Secretary helps the Chair ensure that committee meetings run smoothly. Building up a good relationship

with the school and distribute letters and minutes as required

Main duties:

- Prepare and distribute agendas.
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate.
- Sign cheques as required.
- Preparation and distribution of newsletters and other communications to parents

TREASURER

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

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals.
- To prepare and report financial statements at PTA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.

Ordinary Committee Members

Committee Members work alongside the Officers.

Main duties:

- Attends PTA meetings.
- Gets involved in planning, owning and running events.
- Runs smaller projects.
- Encourages participation and enthusiasm for the events organised by the PTA.