

MILLFIELDS COMMUNITY SCHOOL PARENTS AND STAFF ASSOCIATION
Registered Charity No. 1078030

Dear Parents & Carers

Date: 23 September 2014

PSA Annual General Meeting (AGM) - Friday 24th October 2014 at 9.10 am, Staffroom

I hereby give notice of the AGM of the Millfields Community School PSA, to be held at 9.10am on Friday 24th October in the staffroom. The meeting will last around 45 minutes and you are welcome to bring your children.

Millfields Community School PSA is the Parent Staff Association of the school. The PSA aims to organise events and raise funds for the school to improve all aspects of school life for those who learn and work there. The PSA is a fully constituted charitable body. As a parent, carer or member of staff, you already belong to the PSA. The PSA plays a vital part in the school community and all parents, carers and staff, as members of the PSA, 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 Officers of the PSA Committee to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM for existing Officers willing to stand for re-election and for anyone wishing to stand as an Officer for the first time. We would welcome nominations for all of these positions. We need a new Chair, as well as to fill the Secretary and Treasurer positions. Any of these positions could be shared between two people.

Information about what is involved in being an Officer is over the page. For further information, please e-mail me on Paula Hughes- polly0309@gmail.com or leave a note with your telephone number at main school reception and I will call you.

Please return the slips below to main school reception as soon as possible, or by **Tuesday 21st October** at the latest.

We look forward to seeing you on 24th October.

Kind Regards

Paula Hughes
Chair





NOMINATION FOR OFFICER OF THE PSA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/ [please mark one]

Proposer: PRINT NAME SIGNATURE:.....

Seconder: PRINT NAME SIGNATURE:.....

(Please note nominees, proposer and seconder must all be parents at the school)

I: [PRINT NAME] agree to my nomination for the position of:.....

Signed Date

MILLFIELDS COMMUNITY SCHOOL PSA COMMITTEE ROLES

CHAIR

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

Key responsibilities:

- provide leadership; ensure the committee fulfills its role in respect of governance of the association
- sign the approved minutes of the last meeting
- set the agenda for meetings, liaising with the Secretary
- agree a date for the next meeting
- ensure the agenda is followed and that all business is covered
- close the meeting
- call the meeting to order when it is time
- write the annual report, liaising with the Secretary
- welcome and involve new members
- sign cheques for the PSA with one other elected committee member
- ask for apologies for absence
- get to know committee members

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.

Key responsibilities:

- maintain accurate and detailed financial records
- prepare and co-sign cheques as required
- present a financial report at each meeting
- provide and account for cash floats at events
- liaise with the bank
- charity registration and Gift Aid
- make approved payments
- pay agreed expenses
- consults with the bank or building society regarding the availability of higher rate interest accounts
- prepare annual accounts and liaise with the independent examiner of accounts
- count and bank monies
- ensure the committee has agreed appropriate procedures for the handling of financial matters

SECRETARY

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school.

Key responsibilities:

- deal with correspondence
- write up the minutes of meetings
- prepare agendas and copy documents
- call meetings - giving plenty of notice
- distribute minutes to all the committee
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in the constitution)
- co-sign cheques as required
- write the annual report with the Chair