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Headteacher: Mr Kevin Hart

PTA Chair: Mrs Eileen Wong
(Registered Charity: 1052085)

19 September 2019

Dear All

PTA Annual General Meeting (AGM) - 3.45pm to 4.30pm Monday 30th September 2019 - Staffroom

As Parents, carers and guardians of pupils and Teaching and non-teaching staff currently at the school, you are automatic members of Coed Glas PTA. I hereby give you notice of the AGM of Coed Glas PTA, to be held on Monday 30th September 2019.

The PTA plays a vital part in the school community and as members of the PTA, you are invited to support the AGM. This is your chance to hear how the funds you have helped to raise in 2018/2019 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 next academic year 2019/2020.

Nominations should be sent in advance of the AGM (by 16 July 2019) for anyone wishing to stand as a Committee Member. As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know'. Please see attached for PTA roles, nomination form and the process.

We look forward to seeing you on Monday 30th September.

Kind regards,

Mrs Tracey Ball

Chair – Coed Glas PTA (Charity number 1052085)



Nomination Form for Officer and Ordinary PTA Committee Members AND Volunteer roles

THE PROCESS

Please complete the **nomination form, volunteer questionnaire and Code of Conduct** as fully as possible. You may select more than one role if you wish to take on additional responsibilities.

All nomination forms must be received by 3.30pm Friday 27th September

Should there be more than one nominee for a role, a secret ballot will take place on the day of the AGM determined by those present at the meeting.

FULL NAME: _____ PHONE NUMBER & EMAIL: _____

NAME OF CHILD: _____ CLASS: _____

I would like to nominate myself for the following position(s) (PLEASE TICK)

OFFICERS (with voting rights & becomes a Trustee of the PTA declared on Charity Commission website)

- ☐ Chairperson
 ☐ Vice-Chairperson
 ☐ Secretary
 ☐ Treasurer

ORDINARY COMMITTEE MEMBERS (with voting rights)

- ☐ Volunteer Coordinator
 ☐ Raffle Coordinator
☐ Communications Coordinator
 ☐ Grants/Match Funding Coordinator

NON COMMITTEE MEMBER

- ☐ Nursery Rep
 ☐ Reception Rep
 ☐ Year 1 Rep
 ☐ Year 2 Rep
☐ Year 3 Rep
 ☐ Year 4 Rep
 ☐ Year 5 Rep
 ☐ Year 6 Rep

VOLUNTEER ROLES

We're always grateful for volunteers to help out with any tasks no matter how big or small, e.g. designing posters/leaflets, doing shopping for events, sorting through donations of books & bric-a-brac, setting up events, running stalls at events, clearing up after events, making decorations, baking, gardening, painting, photocopying, distributing letters/items to classrooms, checking paperwork etc.

Please complete the attached form if you are able to help with any of the above or what skills/contacts you have that will be beneficial to us

Thank you for your interest in supporting the PTA. Good luck with your nomination.



Volunteer Questionnaire

All parents/carers/guardians of pupils at our school are members of the PTA. The PTA runs regular fundraising and social events for the whole school community. Our fundraising efforts have enhanced the education and experience of all the children at the school and will continue to do so with your support. We would like to know a little bit about you and the events and activities that interest you. The PTA Committee would appreciate it if you would take a few minutes to complete this questionnaire:

Name:

Contact telephone no:

Child's name and class:

Email:

- Please list any skills or talents you have that the PTA might be able to use: e.g. good with computers, painting, carpentry, gardening, baking, financial, marketing

- Do you work for/own a company that might be prepared to support the PTA by donating a raffle prize and/or sponsoring a stall at events? If yes, please give details.

- Do you work for a company that has a company matched giving scheme and/or corporate volunteering days for employees, such as a bank or building society? If you don't know, would you be prepared to ask them?

- What other ways can you help the PTA? Please give details.

We are holding an **AGM on Monday 30th July from 3.45pm** to report on the this year's work and elect the new committee members. This is a meeting for all members of the PTA, not just the elected committee members. It is our chance to tell you about our achievements and the difference the PTA has made. We need the support of parents so that decisions taken at the AGM are valid and in line with our constitution. Details will be sent nearer the time.

Can you please register your interest in attending (delete as appropriate) –

a) Yes, I am interested in attending the AGM

b) No, I am not interested in attending.

Finally, please don't hesitate to contact the Committee by emailing PTA@coedglasprimary.co.uk if you have any questions.

Many thanks

Tracey Ball - (Chairperson of Coed Glas Primary PTA)



COED GLAS PRIMARY SCHOOL

CODE OF CONDUCT FOR MEMBERS AND REPRESENTATIVES OF THE PTA

1. Introduction

The PTA (Parent Teacher Association) is a group of dedicated parents, carers and school staff who arrange events and projects with the help of the school and the local community. The PTA raises funds to put back into the school for the benefit of the pupils currently attending Coed Glas Primary school (CG)

This Code is intended as a guide for members of the PTA Committee and those representing the PTA Committee of CG. The Code applies to every PTA meeting and PTA organised event in order to clarify the expectations relating to behaviour and outline the consequences of any inappropriate behaviour.

2. Rights

Members/representatives of the PTA have the right to:

- be themselves and express their feelings and opinions appropriately without being interrupted or judged
- be treated with respect
- be heard
- volunteer for as much or as little as they themselves deem appropriate

3. Responsibilities

Members/representatives of the PTA are expected to, whilst acting in their capacity as a member/representative of the PTA:

- maintain confidentiality where appropriate
- remain professional at all times and avoid any activity that would bring the PTA or the school into disrepute
- respect the feelings and opinions of others
- treat everyone with respect, fairness, compassion, sensitivity and courtesy - including school pupils, school staff and other external parties
- listen to the ideas of others and communicate calmly, clearly and as effectively as possible
- maintain the safety of others to the best of their ability
- respect the school buildings, grounds, equipment and the property of other PTA members/representatives and external parties

4. PTA Committee Meetings

Members of the CG PTA Committee are expected to attend all monthly meetings or send apologies for absence to the Chair or Secretary, if possible, prior to the start of the meeting.

Non-members are not expected to attend all Committee meetings, however all meetings are open to every parent/carer or staff member. Childcare is usually available if necessary.

Attendees at meetings are expected to:

- arrive on time
- read the agenda, papers and any associated correspondence before each meeting
- disclose any potential conflicts of interest that may arise at each meeting
- inform the Chair prior to the meeting if any other business is to be raised
- positively participate as they feel appropriate during the course of the meeting
- refrain from having side conversations during the meeting
- keep in mind, at all times, the best interests of the PTA and CG.
- fulfil any assigned actions following each meeting and report back on progress at the next meeting or, if not possible, via a delegate.

Following each meeting, the Committee minutes are circulated to parents/carers/guardians and teachers via Schoop.

5. Consequences

If a PTA Committee member/representative does not abide by the Code of Conduct, as set out above, they will be reported to the Head Teacher to decide on the correct course of action to be taken.

However, if the PTA Committee member/representative wilfully endangers themselves or others, or wilfully destroys property, engages in abusive language or violates any laws, they will be asked to leave the meeting, event or activity immediately.

6. Code of Conduct Acceptance Form

Any parents/carers wishing to join the CG PTA Committee or participate in any CG PTA activity or event are required to sign and return the Code of Conduct acceptance form prior to any involvement in PTA Committee related activities.

FULL NAME:

I am signing to confirm that I have read and understood the Coed Glas Primary School PTA Committee Code of Conduct.

Signed:

Date:



Job Description: PTA Chair

This is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

Qualities

The Chair provides leadership and needs enthusiasm, energy and confidence. It is the Chairperson's responsibility, with the support of elected officials to co-ordinate the organisation of all PTA events and therefore needs to be organised and has the ability to delegate responsibility and trusting members to deliver for the Association. The Chair communicates effectively and is able to identify needs of the school liaising regularly with the Headteacher to ensure the PTA is working in harmony with the school. The Chair can be involved in a number of tasks and therefore important needs to be a team player providing support wherever required.

Job Purpose

To ensure that the business of the PTA is conducted in accordance with its constitution.

Main Duties

1. Sets agenda for & chairs PTA meetings, ensuring they are effective and that decisions taken at meetings are carried out in accordance with its constitution.
2. To ensure that PTA business is conducted in an open and transparent way and that relevant documents are made available to all members.
3. To prepare the PTA annual report with support from elected officials for the Annual General Meeting.
4. To coordinate the formation of sub-committees for fundraising events and make sure they prepare accordingly and receive the required support to hold a successful event by being involved where appropriate.
5. Welcome and involve other parents into the PTA to play an active role.
6. To correspond with sponsors, PTA and Headteacher when specific actions relating to PTA business are required.
7. To draw up annual PTA programme in consultation with the Headteacher.
8. Authorise use of funds and is a signatory on the PTA bank account.
9. Responsible for PTA Twitter account



Job Description: PTA Vice-Chair

This is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

Qualities

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson and other elected officials 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, energy and the ability to delegate and being a team player to help where required are necessary qualities for this post.

Job Purpose

To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with its constitution.

Main Duties

1. To chair any meetings that the Chair is unable to attend
2. Be involved in, or liaise with the committee and subcommittees organising events.
3. Be responsible for undertaking risk assessments for events.
4. In absence of a Secretary at meetings and events, the Vice Chair will take on the role of Secretary.
5. To welcome and involve other parents into the PTA.
6. Sourcing suppliers and negotiating best prices (e.g. school uniform, supplies for events etc)
7. To prepare with the Chair the PTA annual report for the Annual General Meeting.



Job Description: PTA Secretary

This is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

Qualities

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 also keeps accurate records for the PTA.

Job Purpose

To fulfil and perform the secretarial duties required for the smooth running of the PTA and to lead in producing timely communication on all aspects of PTA activity and business.

Main Duties

1. Handles written and email correspondence received for the PTA.
2. Prepares agenda and ensures all arrangements are made for PTA meetings and the Annual General Meeting by liaising with elected officials.
3. To take minutes at PTA meetings and the Annual General Meeting, providing updates to reflect current activity not included in the minutes and distributing these in a timely manner
4. To be involved and/or assist elected officials at fundraising events.
5. Ensure the PTA obtains and holds appropriate licences for events e.g. licences for raffle tickets, screening, etc.
6. To maintain a folder of all useful documents to assist in a smooth hand over year on year.
7. Maintains PTA records on Charity Commission website.
8. May be a signatory on PTA bank account.
9. Photocopying communications and distributing them to classes to where required.



Job Description: PTA Treasurer

If you would like to help the PTA but find timings difficult, then this role can be done at home in your own time. However as a member of the committee, you are expected to lead by example and attend as many meetings and assist in as many events as possible.

Qualities

Whilst all Committee members have equal responsibility for the control and management of the PTA's funds, the Treasurer plays an important role in helping the Committee carry out these duties properly. A good understanding of financial issues is key, such as bookkeeping, although there is no need to be a qualified accountant!

Job Purpose

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return

Main Duties

1. Record income, expenditure and profit from each event.
2. Pay money into the bank account and reconciles bank statements.
3. Advises bank of agreed changes via a bank mandate.
4. Presents financial updates at each committee meeting.
5. Makes approved payments and is a signatory on the bank account.
6. Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
7. Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
8. Completes the Charity Commission annual return
9. Manages Gift Aid
10. To organise floats for events and be involved and/or assist elected officials at events.



Job Description: PTA Volunteer Coordinator

If you would like to help the PTA but find timings difficult, then this role can be done at home in your own time. However as a member of the committee, you are expected to lead by example and attend as many meetings and assist in as many events as possible.

Qualities

The Volunteer Coordinator is an important role as they directly assess the needs of the PTA. They help to meet those needs by identifying appropriate volunteers. Therefore, you will have a good insight into what skills are needed for each event/task and you are approachable with good communication skills and lots of enthusiasm.

Job Purpose

A volunteer coordinator is responsible for recruiting and managing the volunteers necessary to help the PTA achieve the objective as set out in its constitution.

Main Duties

1. Act as a liaison between parents and PTA.
2. Recruit volunteers through direct and general communication.
3. Acknowledge receipt of volunteer slips.
4. Keep an up to date volunteer database.
5. Work with committee to establish tasks/events to be completed, enlisting volunteers for specific tasks and creating a schedule of volunteers for those tasks/events
6. Motivating, supporting, monitoring and accrediting volunteers for the works they have completed.
7. Act as an ambassador for Spice Time Credits.
8. Liaising with elected officials and school SPOC for Spice Time Credits to determine amount of credits given for each event.
9. Allocate time credits and keep up to date record of allocated Spice Time Credits.
10. To be involved and/or assist elected officials at events.



Job Description: Social Media & Communications Coordinator

If you would like to help the PTA but find timings difficult, then this role can be done at home in your own time. However as a member of the committee, you are expected to lead by example and attend as many meetings and assist in as many events as possible.

Qualities

This role involves being at the heart of the PTA's communication. The coordinator will have to signed the school's E-Policy document. You will need to be confident at using Facebook, Twitter and updating webpages. You will also be creative as you will be creating communications which represents the PTA and promoting PTA events e.g. posters, flyers, event tickets etc.

Job Purpose

To communicate to all parents, wider school and community about meetings, news and events via school's communication channels.

Main Duties

1. Sending notifications using Schoop for PTA.
2. Being an administrator on the Coed Glas Primary School Facebook page, approving posts and writing posts that are within the scope of the page and monitoring activity on the page.
3. Appropriately tweeting PTA related posts on PTA Twitter account.
4. Keeping the outdoor PTA noticeboard up to date.
5. Producing 3 newsletters (1 per term) for distribution to governors and parents a year.
6. Liaising with the committee and keeping them updated on matters relating to this role.
7. To develop and manage the PTA website, ensuring it is up-to-date.
8. Creating and producing posters, flyers, tickets etc to promote PTA activities.
9. Arranging for communication items to be printed at printers or at school, laminating & distributing these as appropriate.
10. To be involved and/or assist elected officials at events.



Job Description: Raffle/Prizes Coordinator

If you would like to help the PTA but find timings difficult, then this role can be done at home in your own time. However as a member of the committee, you are expected to lead by example and attend as many meetings and assist in as many events as possible.

Qualities

We have three main raffles every year Easter, Summer and Christmas. You will need to be a good communicator with great interpersonal skills as the role involves seeking prizes directly and/or indirectly from local and national businesses.

Job Purpose

To ensure there are good quality prizes for PTA events and establishing links between PTA and businesses.

Main Duties

1. Directly approaching businesses seeking raffle prizes/donations and establishing good rapport with them.
2. Liaising with elected officials to approach parents with business connections in order to source raffle prizes/donations.
3. Maintaining records of businesses approached and outcomes of requests.
4. Ordering raffle tickets from printers and arranging distributions to pupils
5. Collating the prizes
6. Issuing "Certificates of Appreciation" to business and acknowledging donations via letter and social media.
7. Liaising with the committee and keeping them updated on matters relating to this role.
8. To be involved and/or assist elected officials at events.



Job Description: Grant/Match-Funding Coordinator

If you would like to help the PTA but find timings difficult, then this role can be done at home in your own time. However as a member of the committee, you are expected to lead by example and attend as many meetings and assist in as many events as possible.

Qualities

This role requires good attention to detail and good communication skills as it will involve completing forms to seek grants and writing to companies to match fund PTA activities.

Job Purpose

Finding alternative ways/initiatives to boost PTA funds.

Main Duties

1. Actively looking for and investigating possibilities of obtaining grant and match funding opportunities related to fund raising the PTA have committed to.
2. Take on the responsibility of Easy Fundraising
3. Fill in grant forms to the best of ability, collate information needed and seek support from elected officials where required.
4. Liaising with elected officials to ensure that regular announcements relating to this role are shared via communication channels the school uses.
5. To be involved and/or assist elected officials at events.



Job Description: PTA Class Representatives

If you would like to help the PTA but find timings difficult, then this flexible role is a great way of getting involved.

Qualities

It is the Class Reps' responsibility to ensure all the parents in their year group are fully informed about PTA events, encourage participation and drumming up support/volunteers. The role therefore requires good communication skills and enthusiasm.

Job Purpose

To act as a link between the PTA and parents.

Main Duties

1. To liaise with teachers in your year group to establish dates and timings of class/year group events and liaise with the committee so that they can be fed into the annual PTA plan.
2. To ensure information on all PTA activities and events is provided to parents.
3. To promote PTA events and encourage ticket sales.
4. To organise volunteers for PTA events and co-ordinate with PTA Committee.
5. To assist at PTA events where possible
6. To act as a sounding board and facilitate communication between parents and the PTA.