

MINUTES PARENTS COUNCIL- COMMITTEE MEETING

DATE: 11-11-2014

TIME: 15:55PM-17:10PM

PRESENT: Jean Powell, Jen Caffrey, Lina Barrios, Gabor Olah, Curtis Booth, Denise Gilliland, Kirsty Popelier, Bina Mooker, Golda Bolonda, Jane Ransley.

APOLOGIES: Deb Edwards, Andrea Ola, Tracy Collier, Donna Lenihan.

1-WELCOME: introduction to the meeting by Jean Powell.

2/3-ADOPTION OF THE CONSTITUTION FOR THE PARENTS-TEACHERS ASSOCIATION-PTA/ELECTION OF OFFICERS (CHAIR, TREASURER, SECRETARY) AND ORDINARY MEMBERS:

TYPE OF ASSOCIATION: Friends of the School

Legally a parent's council can only have parents of children currently at the school on the committee, therefore, we have elected to become a friends of the school committee to enable grandparents and other interested parties to participate.

We discussed whether the word "teachers" should be involved in the name of the association since it is important to highlight the link between the parents and the school, but Jean mentioned that teachers cannot commit more extra time for the meetings. However, Deb Edwards committed to be the liaison representative between school and the association. Class liaisons were discussed (see section 5).

We discussed roles of each member in the committee. Officers (chair, treasury, and secretary) are to accept legal responsibility if charity status is acquired.

A-Treasurer: Treasurer and other committee members are responsible for the funds of the association. It was agreed that it would be good practice for one of the teachers to be the signatory. Deb Edwards has accepted that role. We need 3 other members of the committee be signatories, this will be the treasurer, vice treasurer and chair.

Key responsibilities discussed:

- Maintain accurate and detailed financial records
- Present a financial report at each meeting
- Liaise with the bank
- Make approved payments
- Count and bank monies
- Prepare and co-sign checks as required

- Provide and account for cash floats at events
- Charity registration and gift aid
- Pay any agreed expenses
- Prepare annual accounts and liaise with independent examiner of accounts (prepare accounts for annual external audit)
- Ensure committee has agreed appropriate procedures for the handling of financial matter

Mrs. Jane Ransley nominated and voted in (unanimous) as first treasurer.

Mrs. Bina Mooker nominated and voted in (unanimous) as Vice Treasurer.

B-Secretary: The secretary is responsible for ensuring effective communication links between the committee members, as well as between the association and the school.

Key responsibilities:

- Deal with correspondence
- Prepare agendas
- Call meeting, giving plenty of notice
- Keep a record of attendance at meetings
- Take notes during meetings
- Ensure that enough committee meetings are present for quorate (50% of committee members)
- Write up the minutes of the meeting
- Distribute minutes to all the committee
- Make meeting and event arrangements
- Write the annual report with the chair

Mrs. Lina Gardelis nominated and voted in as secretary (unanimous).

Mrs Jen Caffrey nominated and voted in as vice secretary (unanimous) and mentoring Mrs Gardelis on her responsibilities this year.

C-Chair: Key responsibilities:

- Provide leadership; ensure committee fulfills its role
- 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
- Co-sign checks
- Get to know the committee members

Mrs Jean Powell nominated and voted in (unanimous) as the chair.

Mrs Denise Gilliland nominated and voted in (unanimous) vice chair.

All nominations for roles were accepted by the individuals.

4-BANK SIGNATORIES:

We should have 3: the treasurer, vice treasurer, the chair, and someone to represent the school (all agreed Deb Edwards should take this role).

5. OTHER COMMITTEE MEMBERS:

D-Publicity coordinators: Kirsty Popelier and Gabor Olah will trial this role. **Fundraiser coordinator:** Denise Gilliland agreed to trial this role.

E-Class representatives: All agreed that a committee member should liaise with the teacher from each class (preferably the class their child is in).

6. OTHER COMMENTS:

We highlighted that although we assigned the roles EVERY member of the committee has the same rights, including right to vote on decisions of the committee.

We also discussed and agreed on the aims of the committee as follows:

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

Details of the constitution were discussed and agreed upon, following the model constitution from PTA-UK (see www.pta.org.uk – membership number: 19767 Password: henry69)

Key discussion points as follows:

Members can have their membership terminated if they put a child in danger.

We need to give notice of 21 days for every annual general meeting-AGM.

Everyone has one vote, except the chair who has a casting vote in case there is a draw in decisions.

We can organize sub-committees.

All properties and funds we get must be related to the purpose of the association.

-Records and accounts: we have got to comply with all the charity acts and records of all proceedings and committee meetings. They need to be available to any member of the committee.

-Notice of the meetings: by email or post to all the members of the committee (secretary's responsibility).

7-DATE OF FIRST COMMITTEE METING:

The next meeting will be Monday 17th of November at 7pm at St Paul's Church. All agreed time of meeting, Jean will look into whether the church is available for the meeting. We need to thank Rev. Lisa (committee St Paul's Church) for allowing us to use the room at no cost.