



## Newby and Scalby Primary

*working to learn together*

**Newby and Scalby School Parent Teacher Association**  
**Registered Charity No: 1062531**

21<sup>st</sup> December 2023

Dear Parents,

### **RE: PTA Annual General Meeting (AGM)**

We would like to give notice of the AGM of the **Newby and Scalby School Parent Teacher Association**, to be held on Monday 22<sup>nd</sup> January 2024. The evening will start at 7.30pm with the PTA Annual General Meeting taking place in the school hall. Refreshments will be served.

The PTA plays a vital part in the school community and all parents, as members of the PTA, 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/students at our school.

The AGM is also an opportunity for you to elect the PTA Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time.

All parents/carers have a right to nominate Committee Members irrespective of if they attend the AGM. If you would like to make a nomination please do so using the form below. Please return any nomination slips as soon as possible, or by 8<sup>th</sup> January 2024 at the latest, to the school office or email [admin@ns.coastandvale.academy](mailto:admin@ns.coastandvale.academy) with your nomination.

If you would like any further information about being a Committee Member, please email [admin@ns.coastandvale.academy](mailto:admin@ns.coastandvale.academy). 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 (CC3)**'. A copy of the booklet can be found on the Charity Commission website.

We look forward to seeing you on 22<sup>nd</sup> January 2024.

Kind Regards,  
**Mr Steve Owen**



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## **NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE**

Nominee .....

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [Circle one]

### **Role of the PTA Chair**

The PTA Chair directs your committee's meetings, making sure everyone's views are heard, and that everyone is involved in the meeting. They should make sure all committee members are familiar with the association's constitution, model policies if applicable, and their role and responsibilities as a committee member (and trustee, if your PTA is registered as a charity). The PTA Chair also holds the casting vote where there is a tied vote. This usually defers the decision to the following meeting, allowing committee members more time to consider and discuss the matter.

### **Role of PTA Treasurer**

The PTA Treasurer makes sure all committee members carry out their duties in relation to the control and management of PTA funds. Your association's committee is collectively responsible for the finances of the association and must therefore formally agree to any spending of funds. However, it's the treasurer's responsibility to ensure all financial transactions are presented and recorded correctly.

### **Role of the PTA Secretary**

The PTA Secretary supports the PTA committee to build effective communication links between the school and the association. They also maintain accurate records.

### **Role of ordinary PTA committee members**

The ordinary PTA committee members are equally legally responsible for the control of the association, its property, and its funds. If your PTA is a registered charity, they are also trustees of the charity and can be signatories on its bank account. Only trustees can be signatories on your charity's bank account.

Ordinary committee members have the same voting rights as officers in committee meetings, allowing them to make decisions on behalf of the association.

The roles of ordinary committee members offer a good introduction to your PTA's committee for those who wish to be fully involved in the association, but perhaps don't want to commit to an officer role.