

Alban City School PTA

An Introduction



Who we are:

We are a [charity](#) formed of volunteer parents and teachers who help to support [Alban City School](#) through fun and creative fundraising events and projects.

Our purpose is: to advance the education of pupils in the school in particular by:

- developing effective relationships between the staff, parents and others associated with the school;
- engaging in activities, or providing facilities or equipment, which support the school and advance the education of the pupils.

Everything we do has to meet one or both of those objectives.

Structure:

Committee / Trustees:

Currently

Chair

Communications Officer

Treasurer

Committee members are elected annually at the Annual General Meeting.

Membership:

All parents/guardians/carers of pupils currently at the school

Any teaching or other staff currently employed by the school

Class representatives are members who come to meetings regularly, help with communication to class parents and often also help run or organise events

All members are invited to our members meetings and have a vote at them.

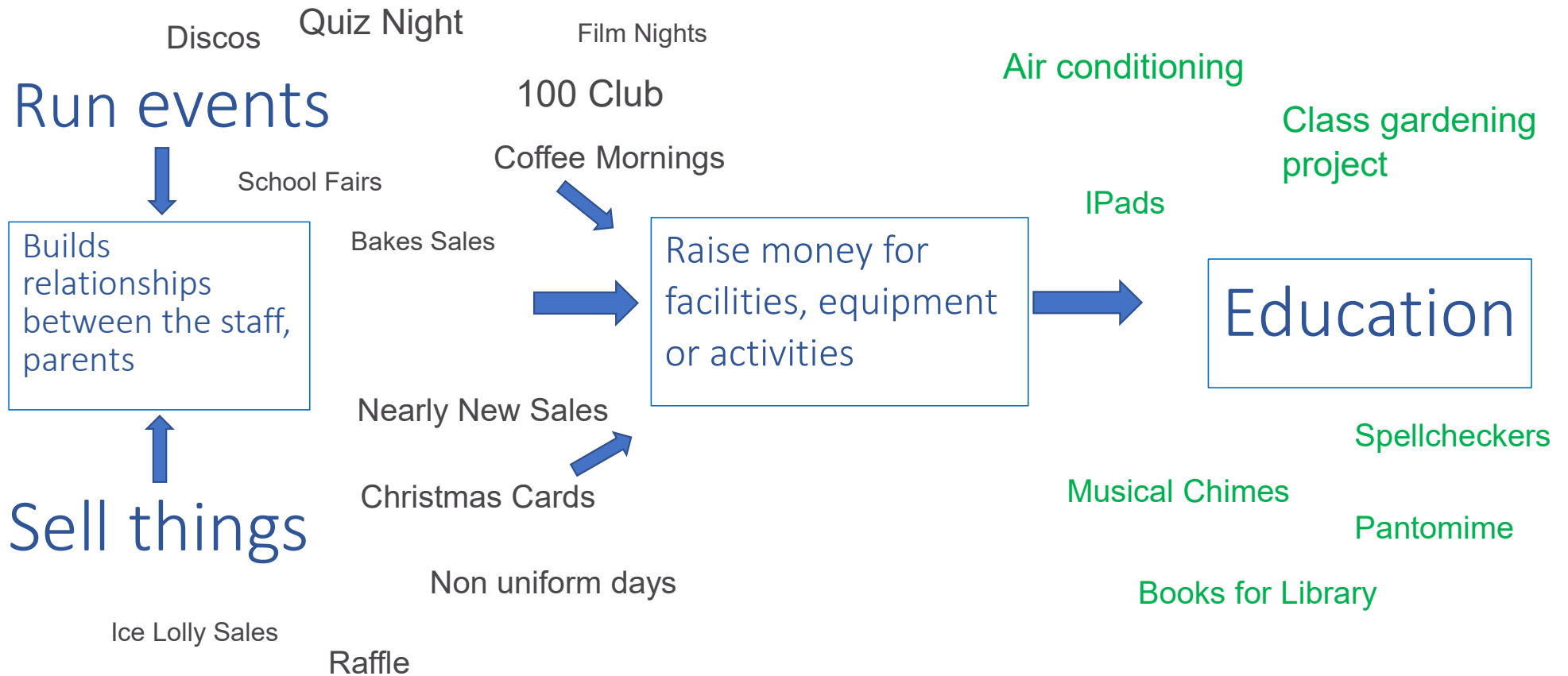
Staff Representative:

Usually the head teacher

Mrs Stray

Helps with advice on needs of the school and of logistics of events held at school

How do we meet our objectives?



Committee / Trustees:

The committee are also Trustees of the charity. This means we have legal responsibilities to manage the charity and its funds. We must:

- Make sure everything we do is in line with our purposes and is for public benefit,
- Make sure things we do are in line with our Constitution and within the law generally
- Act in the PTA's best interests
- Manage our funds and other resources responsibly
- Act with reasonable skill and care
- Make sure the PTA is accountable to our members. Comply with statutory accounting and reporting requirements set by the charity commission.

We are responsible for deciding how money is spent. We take advice from school in the form of a wish list, but we are a separate body and the decision lies with the trustees.

We are also personally liable if the charity loses money – the PTA is insured to cover a lot of reasons this might happen.

Structure:

We need to have a minimum of 2 trustees. Since we changed our constitution at the last AGM no longer need to have particular named roles. This gives us flexibility to engage the talents available to us each year.

Currently 2022

Elected Committee / Trustees:

Chair - Danielle

Communications Officer - Lucy

Treasurer - Helen

2023

Elected Committee / Trustees:

Co-Chair

Co-Chair/
Communications

Treasurer



Appointed Supporting roles (Non-trustee):

Secretary

Events support

Could this be you?

Charity Commission:



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Charity Commission is the government department which registers and regulates charities in England and Wales.

Any charity which makes over £5K a year must register with them.

We did this in March 2021.

Lots of benefits available now we are a registered charity:

- Gift Aid
- Grants
- Matchfunding
- Raffle prizes

Charity Commission:



CHARITY COMMISSION
FOR ENGLAND AND WALES

What does this involve?

Every year:

- Trustees need to sign a eligibility declaration document.
- For charities earning over £10K – must do an Annual return – list of questions to check we are meeting our purpose and running charity sensibly. Check our financial controls.
- For a charity earning less than £25K we do not need to submit our accounts or annual report, but must have these ready if asked to provide it.
- Our accounts don't need to be independently examined, but as it is good practice we still do this.
- Our first annual return will be required after our first full financial year as a registered charity, in Autumn 2023.
- Trustees need to review our financial controls.

Parentkind:



We are members of Parentkind who are the umbrella body for PTA's in the UK.

- Insurance
- Advice
- Resources

AGM:

This meeting happens once a year to:

- Elect trustees
- Report on work of the last year
- Receive the financial accounts from the last year and discuss independent examination for the next year
- Make any changes to our constitution

We need to do the first 3 of these today!