



## **STARS Policies**

**Updated Oct 2017**

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## STARS Objectives

STARS is a registered charity (charity ref 1149390). It is the name of the PTA (Parent, Teacher Association) for Abbots Ripton C of E Primary School.

STARS key objectives are;

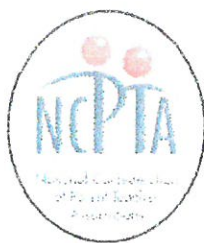
- To develop effective relationships between the staff, parents and others associated with the school.
- To engage in activities or provide facilities/ equipment which support the school and advance the education of the pupils.

STARS are able to provide such facilities/ provision for events through fundraising for Abbots Ripton School.

All parents/ carers of children at Abbots Ripton Primary School are automatically members of STARS but they may exercise this membership to whatever extent they wish. Committee members however, as trustees of the charity, must adhere to additional protocols as follows:

## STARS Constitution

The following document provides guidance for the core rules and regulations for the governance of our PTA.



# NCPTA Model Constitution

(2008 VERSION)

## Model Constitution for Parent Teacher Associations (England and Wales)

The NCPTA Model constitution is for use by Parent Teacher Associations (PTAs) and other home-school groups that are members of the NCPTA in England and Wales. A Model Constitution for NCPTA members in Northern Ireland is available at [www.ncpta.org.uk](http://www.ncpta.org.uk) or from the NCPTA Advice Line 01732 375460.

membership code: 24381

The NCPTA Model Constitution must be adopted by the Association before it can be used. See the NCPTA Information sheet - NCPTA Model Constitution available at [www.ncpta.org.uk](http://www.ncpta.org.uk) for further guidance.

The declaration on the last page of this document must be signed by the Chair of the meeting at which it is adopted and witnessed by a member of the Association who is present at the meeting.

### CHARITY REGISTRATION

To register as a charity, send the completed NCPTA Model Constitution to the *Charity Commission for England and Wales*:

Charity Commission Direct  
PO Box 1227  
Liverpool  
L69 3UG

0845 300 0218  
[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

This should be accompanied by a completed application form (CC5a) and trustee declaration (CC5c). Both forms are available at [www.ncpta.org.uk](http://www.ncpta.org.uk) and are included in the NCPTA charity registration pack. Keep a copy of the signed and witnessed Constitution for your PTA records.

For further information, see the NCPTA Information sheet *Charity Registration – England and Wales*.

### ONLINE CHARITY REGISTRATION

It is now possible to apply for charity registration online. This is particularly useful if registration is needed quickly as online applications can take as little as ten working days.



# 1. VARIABLES LIST

1.1 Type of Association: (please tick the appropriate box)

1.2 Association name in full:

1.3 School name in full: ABBOTS RIPTON CE PRIMARY SCHOOL  
School address:

1.4 The Committee

2. OBJECTS

3. POWERS

## 1. VARIABLES LIST

The following variables specific to the Association shall be incorporated into the model constitution.

### 1.1 Type of Association: (please tick the appropriate box)

- Friends of the School: ☐
- Home-School Association: ☐
- Parent Staff Association: ☒
- Parent Teacher Association: ☒
- Parents Association: ☐
- Other: ☐

### 1.2 Association name in full:

### 1.3 School name in full: ABBOTS RIPTON CE PRIMARY SCHOOL School address:

Building name and / or number \_\_\_\_\_  
Street WENNINGTON ROAD  
Town/city ABBOTS RIPTON, HUNTINGDON  
County CAMBRIDGESHIRE  
Postcode PE28 2LT  
Country UNITED KINGDOM

### 1.4 The Committee

The minimum number of committee members/trustees: 2

## 2. OBJECTS

The object of the Association (the Objects) is to advance the education of pupils in the school in particular by:

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

## 3. POWERS

The committee members/trustees have the following powers, which may be exercised only in promoting the Objects:-

- 3.1 To provide advice
- 3.2 To publish or distribute information
- 3.3 To co-operate with other bodies
- 3.4 To raise funds (but not by means of permanent trading)
- 3.5 To acquire or hire property of any kind
- 3.6 To make grants or loans of money and to give guarantees
- 3.7 To set aside funds for special purposes or as reserves against future expenditure
- 3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
- 3.9 To take out public liability and personal accident insurance to cover Association meetings, activities, committee members/trustees, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required

- 3.10 To employ paid or unpaid agents, staff or advisers
  - 3.11 To enter into contracts to provide services to or on behalf of other bodies
  - 3.12 To pay the costs of forming the Association
  - 3.13 To obtain and pay for goods and services as are necessary for carrying out the work of the charity
  - 3.14 To open and operate bank and other accounts as the committee members/trustees consider necessary
  - 3.15 To do anything else within the law that promotes the **Objects**
- BUT** the Committee shall not undertake any activity in the school premises without the consent of the headteacher.

#### 4. MEMBERSHIP

Members of the Association are:-

- 4.1 In a Parents Association, the parents, guardians or carers of any pupil currently attending the school or  
  
in a Parent Teacher Association, Parent Staff or Home-School Association as detailed above plus teaching and non-teaching staff currently employed by the school or  
  
in any other Association, for example a Friends group, those described above and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the Committee as a Member
- 4.2 Membership is terminated if:-
  - 4.2.1 the Member dies
  - 4.2.2 the Member resigns by written notice to the Association
  - 4.2.3 the committee members/trustees may for good reason, regardless of whether or not this is at the request of the **Governing Body** or the headteacher, exclude any person from Membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the Association into disrepute. Removal is not effective until the Member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

#### 5. GENERAL MEETINGS (ANNUAL AND EXTRAORDINARY)

- 5.1 All Members are entitled to attend any General meeting of the Association
- 5.2 All General meetings are called by giving 21 clear days written notice of the meeting to the Members. The notice should specify the date, time and location of the General meeting as well as give an overview of the agenda.
- 5.3 There is a quorum at a General meeting when the number of Members present is at least twice the number of committee members/trustees in office at the start of the meeting. The only exception would be at a General meeting where the Association is being dissolved: please see Clause 13.



- 5.4 The Chair or (if the Chair is unable or unwilling to do so) some other committee member/trustee elected by those present is in charge of a General meeting.
- 5.5 Except where otherwise provided in this Constitution, every issue at a General meeting is decided by a simple majority of the votes cast by the Members present at the meeting.
- 5.6 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every Member present is entitled to one vote on every issue.
- 5.7 The Association must hold a General meeting within twelve months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive annual General meetings.
- 5.8 At an AGM the Members:-
- 5.8.1 receive the accounts of the Association for the previous financial year
  - 5.8.2 receive the report of the committee members/trustees on the Association's activities since the previous AGM
  - 5.8.3 elect the committee members/trustees
  - 5.8.4 appoint an independent examiner or auditor for the Association
  - 5.8.5 may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Association
  - 5.8.6 discuss and determine any issues of policy or deal with any other business put before them
- 5.9 An EGM may be called at any time by the Committee and must be called within 21 days to happen within three months of a written request to the receiving committee members/trustees from at least ten Members.

## 6. THE COMMITTEE

- 6.1 All Members of the Committee are trustees of the charity and have control of the Association, its property and funds. The Committee Members are referred to in this document as committee members/trustees.
- 6.2.1 Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM.
  - 6.2.2 All committee members/trustees, except those who are co-opted, must be Members of the Association.
  - 6.3.1 Committee members/trustees shall have the power to co-opt committee members/trustees at any time, and co-opted committee members/trustees shall serve until the date of the next AGM.
  - 6.3.2 The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.
  - 6.4 Nominations for election to the Committee may be made by

any Member of the Association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.5 A committee member/trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if he or she:

6.5.1 is disqualified under section 72 of the Charities Act 1993 as amended by the Charities Act 2006 from acting as a charity trustee

6.5.2 is incapable, whether mentally or physically, of managing his or her own affairs

6.5.3 is absent from three consecutive meetings of the Committee without prior notification to the Secretary

6.5.4 ceases to be a Member of the Association

6.5.5 resigns by written notice to the Committee but only if at least two committee members/trustees remain in office

6.5.6 is removed by a resolution passed by a majority of other committee members/trustees. Removal is not effective until the committee member/trustee concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

6.6 All committee members/trustees shall be entitled to reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association.

6.7 A retiring committee member/trustee is entitled to an indemnity from the continuing committee members/trustees at the expense of the Association in respect of any liabilities properly incurred while he or she held office.

6.8 A technical defect in the appointment of a committee member/trustee of which the Committee are unaware at the time does not invalidate decisions taken at a meeting.

## 7. COMMITTEE MEETINGS

7.1 The Committee must hold at least three meetings every academic year.

7.2 A quorum at a Committee meeting is 50 per cent, rounded up to the nearest whole number, of the total current Membership of the Committee.

7.3 The Chair or, if the Chair is unable or unwilling to do so, some other committee member/trustee chosen by the Members present is in charge of each Committee meeting



7.4 Every decision may be made by a simple majority of the votes cast at a Committee meeting. A resolution which is in writing and signed by all committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature

7.5 Except for the Chair of the meeting, who has a second or casting vote, every committee member/trustee has one vote on each issue

#### **8. POWERS OF COMMITTEE**

The following powers are available to the Committee to help run the Association:-

8.1 To delegate any functions of the Committee to sub-committees. These must consist of two or more persons appointed by the Committee but at least one member of every sub-committee must be a committee member/trustee. All sub-committee proceedings must be promptly reported to the main Committee

8.2 To make Rules consistent with this Constitution about the Committee and sub-committees, to govern proceedings at General meetings and generally about the running of the Association including the operation of bank accounts and the commitment of funds

#### **9. PROPERTY & FUNDS**

9.1 The property and funds of the Association must only be used to fulfil the Objects (see clause 2).

9.2 Committee members/trustees can enter into contracts with the Association for the provision of goods and services to the Association (but not contracts of employment with the Association except with the prior written consent of the Charity Commission) provided that:-

9.2.1 the maximum amount is set out in writing and is reasonable for the services provided

9.2.2 the committee members/trustees are satisfied that the agreement is in the interests of the charity before entering into it

9.2.3 the total number of committee members/trustees entitled to such remuneration is in the minority from time to time

9.3 Whenever a committee member/trustee has a personal interest in a matter to be discussed at a meeting, the committee member/trustee must: -

9.3.1 declare an interest before discussion begins on the matter

9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information

9.3.3 not be counted in the quorum for that part of the meeting

9.3.4 withdraw during the vote and have no vote on the matter

#### **10. RECORDS & ACCOUNTS**

10.1 The Committee must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

10.1.1 annual reports

10.1.2 annual returns

10.1.3 annual statements of account

10.2 The Committee must keep proper records of:-

10.2.1 all proceedings of General meetings

10.2.2 all proceedings at Committee meetings

10.2.3 all reports of sub-committees

10.3 Annual reports and statements of account relating to the Association must be made available for inspection by any Member of the Association

10.4 The Committee must notify the Charity Commission promptly of any changes to the Association's entry on the Register of Charities.

## 11. NOTICES

11.1 Notice of any General meeting of the Association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the Association to its Members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.

11.2 The address at which a Member is entitled to receive notices (if sent by post) is the last known address of the Member

11.3 A technical defect in the giving of notice which the Members or committee members/trustees are unaware of at the time does not invalidate decisions taken at a General meeting

## 12. AMENDMENTS

This Constitution may be amended at a General meeting of the Association by a two-thirds majority of the votes cast, but:-

12.1 The Members must be given 21 clear days' notice of the proposed amendments

12.2 No amendment is valid if it would make a fundamental change to the Objects/clause 2 or destroy the charitable status of the Association and no amendment may be made to clause 9 without the prior written consent of the Charity Commission

12.3 A copy of any resolution amending this constitution must be sent to the Charity Commission within 21 days of it being passed

## 13. DISSOLUTION

13.1 The Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the Association.

13.2 The net assets shall not be distributed among the Members of the Association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the Committee.



ADOPTED AT A MEETING HELD

ABBOTS LIPTONS CHOO

09.09.08

COLOMBE FLINT

HOUSEWIFE

C. Flint

FIONA CASPI

ADDRESS

7, DUNCAN WAY

HARTFORD

RE29 1DE

HOUSEWIFE



13.3 If it is not possible to dispose of assets as described in clause 13.2 then the assets can be given to another charitable cause provided that the cause is within the Objects of the Association.

13.4 The Trustees must notify the Charity Commission promptly that the Association has been dissolved. The Trustees must comply with any request from the Commission including providing the Association's final accounts.

#### 14. INTERPRETATION

14.1 In this Constitution:

- address: means a postal address or, for the purposes of electronic communication, a fax number, an e-mail address or a text message number in each case registered with the charity
- AGM: means an annual general meeting of the Members of the Association
- the Association: means the charity comprised in this constitution
- the Chair: means the Chair of the Association elected at the AGM
- charity trustees: has the meaning prescribed by section 97(1) of the Charities Act 1993 as amended by the Charities Act 2006. Every committee member/trustee is legally a charity trustee.
- clear day: means 24 hours from midnight following the triggering event
- the Commission: means the Charity Commission for England and Wales: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)
- the Committee: is the Governing Body of the Association and includes all elected and co-opted committee members/trustees
- Committee member/trustee: means a Member of the Committee elected at the AGM by the Membership
- co-opted Committee member/trustee: means a Member of the Committee appointed by the committee members/trustees in accordance with clause 6
- EGM: means a general meeting of the Members of the Association which is not an AGM
- fundamental change: means a change that would not have been within the reasonable contemplation of a person making a donation to the Association
- general meetings: means any AGM or EGM
- Governing Body: means the Governing Body of the school
- headteacher: means the headteacher or Principal of the school
- independent examiner: has the meaning prescribed by section 43(3)(a) of the Charities Act 1993
- Member and Membership: refer to Members of the Association as set out in clause 4
- months: means calendar months
- the Objects: means the charitable Objects of the Association set out in clause 2
- permanent trading: means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects
- written or in writing: refers to a legible document on paper including a fax message or an electronic communication where the Member or co-opted committee member/trustee has agreed to receipt of notices by electronic means
- year: means calendar year

14.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.



## Code of Conduct

This Code of Conduct binds both committee and non-committee members of Abbots Ripton C of E primary School.

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for STARS to function successfully it is essential that all members agree to follow these guidelines while acting in association with the PTA.

### The Code

- Any parent or guardian of a pupil attending Abbots Ripton C of E primary School and all members of school staff are deemed to be members of the PTA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTA and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. STARS will communicate to wider members mainly through email and the STARS Facebook page. It is the responsibility of the individual member to request membership of the Facebook group or to be added to the STARS email circulation list. This cannot be done by committee members without seeking prior permission due to data protection reasons. Should contact details change, it is the member's responsibility to notify a committee member of this. Any matters relating to the school, should be directed to the school office.
- Any items emailed/ posted through to the PTA may not be answered immediately. All committee members work on behalf of the PTA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.

- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the School and personal property.
- All paperwork and assets relating to the PTA are the property of the PTA, and not that of the individual. When leaving the PTA a member should return any relevant paperwork or assets to the PTA Committee.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTA member or PTA committee member is stated in the constitution.

## Data Protection

There may be times during PTA business when STARS committee members will collect personal data from the wider STARS community or other individuals. Committee members should be mindful of the law with respect to data protection. Committee members should be aware that ignorance is not a sufficient defence in these matters.

## Handling Money

### Float Policy

The float should be drawn from the bank as close to the event as possible, whilst leaving enough time for it to be prepared.

Large amounts of cash should not be kept outside of the bank for float purposes.

The amount of float needed should be agreed in advance with the Committee. This is to ensure that a) the amount of float is accurate and b) means that the decision to remove large amounts of cash from the account isn't the decision of one person.

Float should be assigned to a particular stall and the amount recorded on a float slip kept with the relevant bag. A full list of floats in operation should be kept and each bag recorded in and out.

Float should be returned to the bank as soon as possible.

### Banking

Money should be banked as soon as possible after the event and prior to month end.

For safety reasons, large amounts of money should be banked by two people. This should be done discreetly and sensible precautions taken.

Where money is held waiting to be collated/banked it should be held as securely as possible and precautions should be taken to keep it as safe as possible.

Large amounts such as the Summer/Christmas Fayre should be held in the school safe, counted and banked as soon as possible.

### Bank Account

To prevent the potential for fraud and to protect the Committee from accusation, there should be no online access to the account.

At least 3 Committee members need to signatures on the account and at least two signatures are needed for any transactions, cheques etc.



There should only be one current and one saving account. The committee should agree any movement between the two. However, there is no commitment to have a savings account.

Where a new or change of account is needed. The Treasurer should research the options available and present them to the Committee who will then make a decision.

STARS should maintain a reserve policy of £2,000. This should be net of any projected expenses or future commitments and not include projected future income which is not secure.

## Cashing Up

Summer/Christmas Fayres other 4 figure events must be counted by the Treasurer and the Office Manager Abbots Ripton School. Ideally straight after the event or the monies locked in the school safe until it can be counted.

For smaller events where the money comes in via smaller amounts the rules around safe storage, under banking apply. This money should be accompanied by an accurate record and counted by both the holder and the Treasurer.

Other events which take place on School (or other venue) premises (e.g. shops, cream tea) should be counted on School premises.

## Reporting

All cash in should be recorded in the cash in book and then on a spread sheet to be reconciled with the bank statement

All payments should be issued on receiving either a receipt or invoice. The paperwork kept and the expenditure recorded on a spreadsheet.

The spreadsheet should be updated monthly and circulated to all Committee members

The spreadsheet should also show projected income and expenditure as well as ring-fenced and agreed monies.

An independent, qualified account should be appointed at year end to sign off the accounts and written evidence of this submitted to the Governors of Abbots Ripton school.

STARS should share with all parents of the school, it's financial status and 8n particular how funds are being put to use.

### **Expenditure**

The Headteacher Abbots Ripton School is responsible for putting forward the main projects for funding at the AGM. The Committee is then responsible for deciding what to fund.

Other projects may be put forward throughout the year for the agreement of the committee. No project should be committed to without the minuted agreement of the Committee (min Chair, Treasurer & Secretary).

Once agreed the cost should be entered into the projected expenditure in the spreadsheet

The Office Manger is responsible for invoicing STARS, via the Treasurer, on a termly basis for expenditure relating to the agreed projects.

STARS funds a range of ongoing projects. The Treasurer is responsible for ensuring that these are included in the projected expenditure.

In relation to individual expenses two Committee members can sign these off, provided that the expenditure has already been agreed.

Any expense requests should be submitted promptly and with appropriate receipts. All expenses should be paid directly by STARS rather than through the school.

## Roles and Responsibilities

### The STARS Committee Chair

#### Main purpose of the role

The Chair directs meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

#### Duties and key responsibilities

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Writes the annual report for the association (with the Secretary)
- Can be a signatory on the PTA bank account (along with at least one other committee member)

#### Key skills

- Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- Ability to remain impartial – make sure contributions are brief and ensure everyone's views are respected.
- Calm, friendly and approachable – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.



## The STARS Committee Secretary

### Main purpose of the role

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

### Duties and key responsibilities

- Prepares for meetings (with the Chair)
- Arranges a suitable venue
- Invites committee members, parents and staff
- Suggests items for the agenda
- Circulates the agenda and reports before the meeting
- Identifies outstanding items from last meeting
- Helps the Chair keep meetings on track
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records e.g., Committee member contact details, Minutes of meetings
- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

### Key skills

- Organised and efficient – keeps accurate records in a format that can easily be handed over to successor.
- Good listener – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.
- Calm, friendly and approachable –able to communicate confidently with the school and committee.

## The STARS Committee Treasurer

### Main purpose of the role

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.

### Duties and key responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

### Key skills

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure.
- **Organised with an eye for detail** – big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats and collecting money from various stalls.
- **Calm, approachable and a team player** – it's a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

In addition the above roles, the Committee may wish to have a Deputy or Vice Chair who can support the Chair in their role.

