

## **Governance model under the Parentkind constitution**

The Friends of Whitesheet are governed by a model constitution adopted in 2004. At the time, this was the standard template constitution of PTA's under the Parentkind umbrella. As a registered charity, we are legally required to work within the terms of this constitution only. This primarily means ensuring we use the governance structure described within the constitution and we only spend fundraised income on the Objects of the Friends, again as set out in the constitution.

In 2021, as a result of Covid, Parentkind amended their model constitution to allow PTAs to meet virtually, which is currently not permitted under the current model. The committee elected at the AGM can choose to hold an EGM, at a later date, to adopt the new revised model, which is recommended to give some flexibility for meetings, but is not essential.

### **Members**

All parents/carers of Whitesheet pupils are Members of the Friends. They all have voting rights at AGMs and EGMs, equal to those of the committee, which means they can vote to elect committee members. These are the only meetings at which Members have a vote, but they can attend any other meetings of the Friends without voting rights.

### **Regular Volunteers**

These are Members who do not have committee positions but are active volunteers, for example they help to plan and run events. They can attend any meetings of the Friends but their voting rights are the same as Members, meaning they cannot take decisions or vote on everyday business, eg, event planning, spending of funds, etc. although their opinions should be sought, considered and valued by the Committee.

### **Ordinary Committee Members**

These are Members who have been elected to the Committee by the Members at an AGM or EGM or Co-Opted by the Committee at another time. By becoming an Ordinary Committee Member they must also become a Trustee, which means they are as equally legally responsible as the Chair, Treasurer and Secretary. This also means they have voting rights on all matters. Members cannot become Ordinary Committee Members simply to gain the right to vote, they must have a specific purpose or responsibility which supports the titled officer roles, for example, managing social media, helping new parents become involved in school life, recruiting volunteers for specific events or as a class representative.

### **Secretary**

This is a Committee Member who is elected during an AGM or EGM to perform the following duties:

- Prepares for meetings (with the PTA Chair)
- 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
- Makes sure the association is GDPR-compliant
- Updates trustee details with relevant charity commission (as appropriate)
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles the association's correspondence

They must also be a Trustee, which makes them legally responsible and liable for all activities of the Friends.

### **Treasurer**

This is a Committee Member who is elected during an AGM or EGM to perform the following duties:

- Keeps accurate, up-to-date 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
- Manages different payment platforms such as BOPP
- Ensures all bank cards, cheque books, and paying-in books are accounted for and obtained from any individual leaving the PTA
- Ensures best practice procedures are followed for counting and banking money after events
- Makes approved payments
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
- Prepares the annual Treasurer's report for your AGM and arranges an independent examination of the association's accounts
- Completes the relevant Charity Commission's annual return if your PTA is registered as a charity
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid)
- Ensures committee members have read a copy of your association's insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document.

They must also be a Trustee, which makes them legally responsible and liable for all activities of the Friends.

## **Chair**

This is a Committee Member who is elected during an AGM or EGM to perform the following duties:

- Prepares for meetings (with the Secretary)
- Invites committee members, parents, and staff to PTA committee meetings
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks they're completed
- Liaises with the school, and requests a 'wish list' for the PTA committee to use when deciding which projects to fund
- Ensures the committee fulfils its role in respect of the governance of the association as set out in its constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed if the PTA is registered as a charity
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per your PTA's constitution
- The PTA Chair cannot make decisions alone: all decisions must be made by the whole PTA committee
- Writes the annual report for the association (with the Secretary)
- Writes the Chair's report for the AGM
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Makes sure the association is GDPR-compliant

They must also be a Trustee, which makes them legally responsible and liable for all activities of the Friends.

## **Sub-Committees**

These are groups of Members agreed by the Committee to organise key events. A sub-committee must be made up of at least one committee member and a number of regular volunteers. The committee member is responsible for reporting back to the rest of the committee on the activities of the sub-committee. Committee members retain overall responsibility, making final decisions related to the events being organised.