Friends of Aylward (PTFA)

Welcome Booklet





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Welcome to Aylward Primary School

This information has been put together by Friends of Aylward to introduce ourselves to the school community. Studies show that there's a direct link between parental involvement and how well children do, so why not get involved! This booklet provides you with information about our Parent, Teacher and Friends Association (PTFA) and lets you know how you can join in.

Why do we have a PTFA?

We are fortunate at our school to have a Friends of Aylward (PTFA) that's an integral part of the school community. We are fairly new and have been established since March 2022. Thus far we have raised over £11,000 which we hope to spend on equipment and resources to enhance our children's educational experience and the school's facilities.

Our association is about much more than simply fundraising. Friends of Aylward exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It's fun too - just ask any of the Committee members or volunteers.

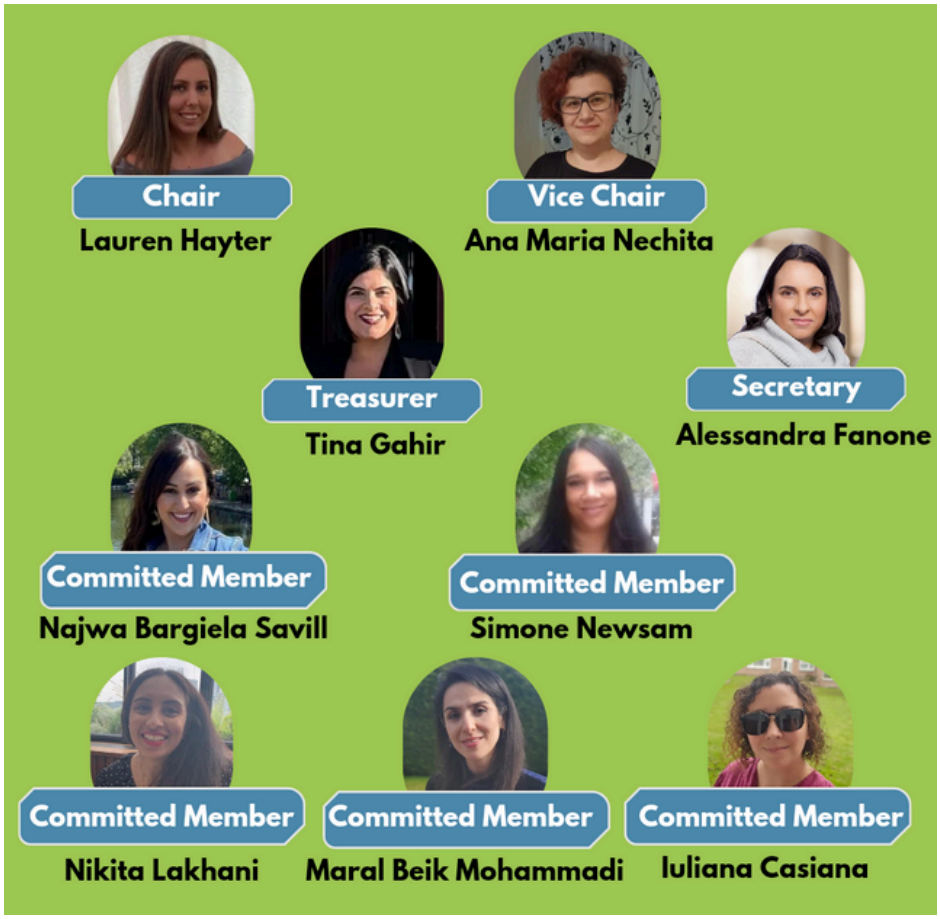
All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of the PTFA when their child joins our school. Attached a reminder of the 'reasons' why it's great to get involved.

Roles of the Committee

Our Committee consists of:

Lauren Hayter - Year 3 parent (Chair)
Ana Maria Nechita - Year 1 parent (Vice Chair)
Tina Gahir - Year 4 parent (Treasurer)
Alessandra Fanone - Year 2 parent (Secretary)
Iuliana Casiana - Year 2 Parent (Committed Member)
Maral Beik Mohammadi - Year 3 parent (Committed Member)
Najwa Bargiela Savill - Year 1 and Year 5 parent (Committed Member)
Nikita Lakhani - Year 2 parent (Committed Member) and
Simone Newsam - Year 5 Parent (Committed Member).

The Committee meet on a regular basis with smaller working groups meeting as necessary when we are planning larger events. The Committee also hold open PTFA meetings, any member can come along, find out what the association are planning, share ideas and get involved.



Volunteers

We welcome any help from parents, teachers and friends, and have a growing list of volunteers who commit some of their time to helping the association. Every little helps, so just one hour of assisting at an event or wrapping lucky dip prizes or folding raffle tickets (just a few examples) would be invaluable.

If you would like to join us please speak to a committee member, come along to our next meeting or email us - FOA@aylward.harrow.sch.uk. There is also a reply slip at the back of this booklet you can complete and return to the committee or the school office.

Class Representatives

Our class reps play a very important role, providing a link between individual classes and parents, and the PTFA committee. The support from class reps is vital when it comes to organising our main events, from selling tickets to organising rotas of help. We really could not manage without them.

Annual General Meeting (AGM)

Our Annual General Meeting is held in the Autumn/Winter Term and provides an excellent opportunity for all parents to come along and hear in more detail about our work, the events we have run, the funds we have raised and how the money has been spent. It is also when we elect our new committee members.

Support from Parentkind

Our PTFA is a member of Parentkind, which is a national charity and membership organisation providing support and guidance to over 13,500 parent associations in England, Wales and Northern Ireland. Membership includes comprehensive insurance cover by Zurich Insurance plc for all our association run events and gives access to support and advice on running the association plus fundraising ideas and good practice hints and tips.

Parentkind also provide resources for Parents, if you would like to sign up to their Parent e-Bulletin please visit https://www.parentkind.org.uk/Signup

How we raise money

Like most PTFAs, the majority of our funds are raised through the events that we run. Some of our events are:

- Aylward Summer Fair
- Cool Down Fridays (ice-cream/lollies in the Sumer term)
- Parents evening bake sale
- Refreshment sales at school events such as Sport's Day

Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills.

Many employers also offer 'Matched Funding' which helps us raise even more money for the school. If you feel this is something you/your employer would be able to help with, please please speak to a committee member or email us – FOA@aylward.harrow.sch.uk.

How we will spend the money we raise

The PTFA committee are responsible for deciding how our PTFA funds are spent. Usually the School Leadership Team provide a 'wish list' of items that the school would like us to consider funding.

We also invite input from parents too, so if you have an idea of something that would benefit all the students in the school, please do share it with the Committee.
We can discuss it at a meeting and feedback.

Funds are typically spent on the 'extras' that are not provided by the school's budget, thus making our children's learning experiences so much more fulfilling and exciting.
Funds are not generally spent on improving the fabric of the school building, as this is the responsibility of the school.
Our Constitution commits the association to spending money on things that will benefit the children directly.

How we keep you up to date

Information on upcoming events and dates, as well as details of the help we are looking for at larger events will be included in the school's newsletter which goes out via email. Following an event, we always write to let you know how much was raised, and when we reach our target, we tell you what the money will be spent on.



If you have access to social media, please find us on:
Facebook - www.facebook.com/FriendsOfAylward
Instagram - www.instagram.com/FriendsOfAylward
WhatsApp Group - Scan the QR code shown

If you would like to join our Volunteers WhatsApp group please contact Tina Gahir (07968 440451) or Lauren Hayter (07802 433676), or scan the QR code above.

We look forward to seeing you at the next event!

1 SUPPORT THE SCHOOL

The PTA is vital to the success of the school. Funds raised enrich your child's learning and make every student's experience better. Be part of the group that pays for the playground your child loves or funds the library that's their favourite place to be.

2 IT'S TOTALLY FLEXIBLE

Whether you're a full-time parent or working the nine to five, anyone can get involved. It's less commitment than you think, and you don't always have to attend meetings. Small jobs such as designing a poster, distributing letters or running a stall keep everything running smoothly.

3 MAKE LASTING FRIENDSHIPS

Meet and chat to a wider circle of families from different classes and year groups. Get to know other parents, and bond over exciting events, socials and get-togethers. Find a place to belong and spend time with others who share your values.

4 BE BETTER CONNECTED

Create closer links with the head, teachers and staff. If you're new to the school, the PTA is an excellent way to find out how things work and become part of the community. If not, you'll still gain greater insight by seeing how things work from both sides.

5 BECAUSE IT'S FUN!

Be part of the team which organises the best events and get-togethers. Debrief over a glass of wine (or two). Suggest your most hare-brained idea and watch as it catches on and everyone wants a piece of the action. Laugh. Cry. Be there for each other.

CHILDREN · STAFF · COMMUNITY · PARENTS

Friends of AYLWARD

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6 CHANGE SCHOOL FOR THE BETTER

Have your say on important decisions. Work with the school and other parents to see where improvements can be made, and implement them. Directly influence the experience of your child and hundreds of others.

7 LEARN NEW SKILLS

Everyone has something they can bring to the PTA, but you can also learn new skills by trading with others. Always wanted to perfect that cookie recipe? Not sure how to design a poster? Want to hone your public speaking skills? You can do it with the support of the committee.

8 IMPROVE YOUR CHILD'S LEARNING

Studies show that children whose parents are involved in their education do better in school. Engaging with the PTA shows your children's education is important to you. Play your part in improving the school and watch them

9 IT'S NOT JUST FOR MUMS

Everyone is welcome, and it's especially important to have dads and male carers represented, as male role models are crucial in children's upbringing. Dads can bring different skills; they can bring a different perspective, and they can bring along other dads.

10 CREATE LASTING MEMORIES

Our children are only at school for a few years, but they will remember the difference we make for a lifetime. They will cherish the activities and games we fund, learn using resources we buy, and remember the events we hold. Help keep the PTA going so future pupils can benefit too.

PTFA Roles

- Role of Chair
- Role of Secretary
- Role of Treasurer
- Role of Volunteer
- Role of Class Representative

Role of Chair

Main purpose of the role:

The Chair directs your 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, model policies if applicable and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees if you are Charity registered).

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 registered.
Ensures any decisions made are clear, fit the objectives of the organisation and by agreement of the committee as per your constitution.
The Chair cannot make decisions alone - all decisions are made by the committee as a whole.
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).
Making sure the association is GDPR compliant.

Key skills:

Confident and assertive - able to control meetings and call to order when necessary.
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 PTA's have lots of activities going on, and the chair should make sure the workload is shared and tasks are completed as agreed.

Role of 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).
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.
Making sure that the association is GDPR compliant.
Updates trustee details with Charity Commission (as appropriate).
Assists the Chair writing the annual report 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.

Role of 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.

If you have co-treasurers, they are both equally responsible for carrying out the role. If you have a vice treasurer, they deputise for the treasurer and carry out the role if the treasurer is absent or steps down from their position.

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.
Manages different payment platforms such as Bopp.
Ensures all bank cards, cheque books, and paying books are accounted for and obtained from any individual leaving the PTA.
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).
Ensure you have read a copy of your associations insurance policy summary, detailing cash cover and adhere to any guidelines.
Good Financial Governance Practices.
Review financial statements every month.
Financial position reporting is a standing monthly agenda item.
More than one person can access bank statements online.
If you have online banking, or have opted out of receiving paper statements, consider getting paper statements reinstated from the bank to feature in monthly update.

Fully review financial position at least quarterly.
Check all expenses and receipts tally to balance sheet/accounting software.
Adopt acceptable, universally agreed financial thresholds (see suggested matrix below).
Ensure proper financial reporting routines are observed and understood by all members.
Important: Charity law requires all charity trustees to prepare annual accounts for their charity.
These accounts are subject to an independent review.

Suggested financial practice matrix;

Threshold PTA Action
Under £10 receipts required and retained for future use/inspections
£10-£50 Bank Mandate rules apply - 2 from bank account mandate signatories to sign, receipts and invoices retained for review.
Over £50 bank mandate rules apply - 2 from bank account mandate signatories to sign, receipts and invoices retained for review, all items above £100 reviewed and evidenced on statements, recorded at monthly meetings for visibility.

Role of Volunteer

We welcome any help from parents, teachers and friends, and have a growing list of volunteers who commit some of their time to helping the association. Every little helps, so just one hour of assisting at events or wrapping lucky dip prizes or folding raffle tickets (just to name a few examples) would be invaluable. If you would like to join us, please speak to a committee member, come along to our next meeting, or email us - FOA@aylward.harrow.sch.uk

Role of Class Representative

Our class reps play a very important role, providing a link between individual classes and parents, and the PTA committee. The support from class reps is vital when it comes to organising our main events, from selling tickets to organising rotas of help. We really could not manage without them.

Please Support

Friends of Aylward

All help is welcome - no matter how much or how little time you are able to give. We will contact you before events to find out what support you can offer.

Let us know what aspect you might be interested in helping with below (eg. committee member, class rep, 'matched funding').

To join our Volunteers WhatsApp Group please contact Tina Gahir (07968 440451) or Lauren Hayter (07802 433676) or scan the Volunteer Group QR code provided in the Welcome Booklet.

Parent or Carer's name:

Child's name and class:

Contact Number:

Contact Email:

Get involved and have your say!

☐ **Please tick this box if you are happy to be added to a PTFA mailing list so we can keep you updated with what's being planned, ask for your ideas, and invite you to meetings and events.**

If you have any questions please speak to a committee member or email FOA@aylward.harrow.sch.uk

We look forward to seeing you at the next event!