

PTFC Framework



The Date Valley School Trust (DVST) Board authorised the formation of a subcommittee on:

Sunday 29th April 2012.

PTFC Framework adopted on:

Saturday 23rd June 2012

at a DVST Board meeting held at:

Mitcham Court
Cricket Green
Mitcham
Surrey
CR4 4LB.

PTFC Framework was amended in April 2018

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THE NAME:

The subcommittee shall be known as the Parent Teachers Friends Committee (PTFC) and their address shall be Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB.

OBJECTIVES:

- 1) **Social Wellbeing:** Develop extended relationships between the staff, parents and others associated with the school
- 2) **Fundraising:** Engage in activities which support the school and advance the education of the pupils attending it
- 3) **Provision:** Provide and assist in the provision of such facilities or items for education at the school as determined by the PTFC in consultation with the School Management Team

POWERS:

The activities of the PTFC will be in accordance to the Articles of Association of Date Valley School Trust, clauses: 41, 42 and 43 (Appendix 1) and the PTFC Framework.

The PTFC may exercise the following in furtherance of its objectives:

- 1) Carry out the objects of the PTFC
- 2) Provide advice
- 3) Publish or distribute information
- 4) Acquire or hire property of any kind
- 5) Obtain and pay for goods and services as necessary for carrying out the work of the PTFC
- 6) Hold support meetings for members and other organisations

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- 7) Organise social activities between the school, staff, parents and the wider community including representatives of accepted voluntary organisations and individuals
- 8) Raise funds and invite and receive contributions, subject to the condition that in raising such funds the PTFC shall not undertake any substantial permanent trading activities and it shall conform to any relevant requirements of the law
- 9) All property/money received by/for the PTFC shall be applied for the objects of the PTFC

PTFC STRUCTURE:

The management and control of the PTFC shall be vested in a committee which shall consist of the following Officers and Members:

OFFICER ROLES:

- 1) **Chair:** In collaboration with the PTFC finalising the PTFC Calendar of Events for an academic year, and overseeing all such activities (Appendix 3)
- 2) **Deputy Chair:** Assisting the Chair in overseeing PTFC Calendar of Events, filing minutes of all PTFC meetings
- 3) **Treasurer:** Holding petty cash and recordkeeping of financial movements generated by PTFC activities
- 4) **Class Representatives:** Overseeing activities in the PTFC Calendar of Events with a fundraising and or social wellbeing objective
- 5) **Headteacher:** Link between the PTFC and the School
- 6) **Liaison Officer:** Link between the PTFC and the DVST Board

ELECTION OF OFFICERS:

- 1) The Liaison Officer is a member of the Senior Management Team and is put into position by the DVST Trust Board
- 2) The Class Representatives are put into position by the Chair of the PTFC
- 3) Any parent, staff member or friend may be nominated for the remaining Officer positions
- 4) The Chair, Deputy Chair and Treasurer shall be elected via a ballot process every two years (Appendix 2)
- 5) The Officers shall be elected for a two-year term and will be eligible for re-election
- 6) If, for any reason, a position has to be vacated before the end of the term of office, the PTFC may temporarily fill the vacancy (by general consensus of the PTFC officers) for the remainder of the term

MEMBERS:

- 1) All parents, guardians or carers of pupils attending Date Valley School and all the staff at the school are automatically members of the PTFC
- 2) The Officers may appoint members as they deem necessary, describing their function, provided that all acts and proceedings shall be reported back to the Officer responsible as soon as possible

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MEETINGS AND MINUTES:

- 1) PTFC meetings shall be held at least once a term and more frequently as deemed necessary
- 2) Seven days' notice must be given before a PTFC meeting and decisions may then be taken by the majority of persons attending, provided there is a quorum of three Officers. In the event of a split vote, the Chair or acting Chair shall have the casting vote
- 3) The PTFC Chair, Deputy Chair, Treasurer, Headteacher and the Liaison Officer shall be informed of all meetings and activity dates
- 4) It is important to keep accurate minutes of all PTFC meetings
- 5) Minutes shall reflect how funds generated have been used to fund specific items rather than recorded as an amount donated to the school
- 6) The Deputy Chair shall be responsible for filing accurate minutes of all meetings and shall make these available upon request to any Member of the PTFC
- 7) The PTFC Chair, Treasurer, Headteacher and the Liaison Officer shall receive copies of minutes of all PTFC meetings held
- 8) Special Meetings may be called by the Officers or at the written request of a minimum of seven Members
- 9) At least 15 days' notice shall be given of any Special Meeting to all officers of the PTFC

FINANCES:

- 1) The PTFC Treasurer shall be responsible for keeping account of all income and expenditure generated by PTFC activities
- 2) The PTFC Treasurer shall be responsible for presenting an annual financial report to the DVST Board and the PTFC Members
- 3) The financial year shall end on 31st August each year and the books shall be brought to balance on this day by the PTFC Treasurer
- 4) The financial year shall commence on 1st September each year
- 5) The accounts shall be available for inspection on request from any Member providing seven days' notice is given to the PTFC Treasurer
- 6) DVST Board Treasurer shall agree a petty cash amount to be released to the PTFC annually
- 7) The Chair / Deputy Chair and the PTFC Treasurer can make further requests for petty cash in writing
- 8) The PTFC Treasurer shall be responsible for the petty cash
- 9) Withdrawals from petty cash shall be made on the signature of two Officers with one being the PTFC Treasurer
- 10) The bank account shall be in the name of DVST and funds generated by the PTFC shall not be regarded as part of school funds but in the event of dissolving the subcommittee all balances in hand shall automatically be transferred for the benefit of the school

TERMINATION OF OFFICERS:

An Officers position is terminated if:

- 1) The Officer dies
- 2) If the PTFC ceases to exist

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- 3) If DVST and / or DVST Board ceases to exist
- 4) The Officer resigns by written notice to the PTFC unless, after the resignation, there would be less than three Officers
- 5) Any sum due from the Officer to the PTFC is not paid in full within six months of it falling due
- 6) The Officer is removed from the PTFC by a resolution of the DVST Board that it is in the best interests of the Trust that his or her position is terminated
- 7) A resolution to remove an Officer from the PTFC may only be passed if:
 - (a) the Officer has been given at least twenty-one days' notice in writing of the meeting of the DVST Board at which the resolution will be proposed and the reasons why it is to be proposed
 - (b) the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer or Member) has been allowed to make representations to the meeting

DISAGREEMENTS:

- 1) Any matter not provided for in the Articles of Association and PTFC framework and concerning Date Valley School and activities of the PTFC, shall be dealt with by the DVST Board whose decision shall be final
- 2) Any matters of an Islamic fiqh nature shall be forwarded to the DVST Board via the Liaison Officer for deliberation

ALTERATION OR DISSOLUTION:

- 1) No alteration to the PTFC framework will be accepted unless passed at a DVST Board meeting called for this purpose
- 1) The Liaison Officer shall be responsible for distributing a copy of the altered PTFC framework to all Officers within 14 days of the amendment
- 2) The PTFC may be dissolved following a motion passed at a DVST board meeting called for this purpose
- 3) Such motion may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities
- 4) These assets shall not be distributed among the PTFC but will be given to Date Valley School for the benefit of the pupils or, in the event of the closing of the school, will go in any manner that is exclusively charitable in law

GENERAL:

- 2) The PTFC shall be non-political in its activities
- 3) The day-to-day running of the school, its curriculum and the educational methods employed are the responsibility of the Headteacher and not the PTFC
- 4) The PTFC shall not undertake any activity in the school premises without the consent of the School Management
- 5) PTFC activities shall be covered under the school's Public Liability insurance

This framework has been read and approved for Date Valley School, by the Managing Director and the Chair of Date Valley School Trust.

Date: March 2018



APPENDIX 1:

Articles of Association of Date Valley School Trust, clauses: 41, 42 and 43

41. Delegation by the Board

- 41.1 *The Board may delegate the administration of any of its powers to committees consisting of one or more Trustees and any such committee or Trustee must conform to any rules that the Board imposes on it.*
- 41.2 *The Board may co-opt any person or people who are not Trustees to serve on the committee.*
- 41.3 *All acts and proceedings of the committee or Trustees must be reported to the Board as soon as possible.*

42. Chair of Committees

- 42.1 *A committee may elect a chair of its meetings if the Board does not nominate one.*
- 42.2 *If at any meeting the committee's chair is not present within 10 minutes after the appointed starting time, the members present may choose one of their number to be chair of the meeting.*

43. Meetings of Committees

- 43.1 *A committee may meet and adjourn whenever it chooses.*
- 43.2 *Questions at the meeting must be decided by a majority of votes of the members present.*
- 43.3 *A committee must have minutes entered in minute books.*

APPENDIX 2:

Ballot Process for election of Officers to the PTFC

NOMINATION PROCESS:

- Dispatched to all staff, parents, guardians and carers of the school: Nomination forms and an Invitation Letter
- All nominations shall be in agreement of the nominee
- The nomination shall be supported by a personal statement by the nominee
- Nomination forms to be submitted to the school office

SELECTION PROCESS:

- The school office will compile a list of nominees for the ballot process
- Parents, guardians, carers and staff shall vote via the ballot
- Ballot papers will include a personal summary from each nominee
- The completed ballot papers to be submitted to the school office for counting
- The Officers will be announced no later than 3 working days of the ballot closing



APPENDIX 3:

An example of PTFC Calendar of Events

- Coffee Mornings
- Bake Sales
- International Street Food Festival
- Dad's Dinner
- Sister's Dinner
- Make Up Masterclass
- Puppet Show
- All day Food and Bake sale on Presentation Days
- Food Sale on Sports Days
- Kidspace Evening
- Sponsored Walkathon
- Summer Fete