



## **The Friends of The Langley Manor School** *FOLMS - The Langley Manor School PTA*

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The Langley Manor School  
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### **Terms of Reference**

#### **I. Aims**

The main aim of FOLMS is to be exactly that – a Friend of The Langley Manor School and to help advance and strengthen the school community of children, parents and staff.

FOLMS will do this in three main ways:

1. To provide an open, positive and constructive line of communication between home and school.
2. To act as a fund-raising body for the school.
3. To organise events for children, parents and staff.

#### **II. Membership**

All parents and staff are invited to volunteer to be part of FOLMS. Enquiries should be made in writing to the Chair.

FOLMS will have the following members:

- Chair
- Treasurer
- Secretary
- Events Coordinator
- Open Day Coordinator
- One or two Parent Reps from each year group
- Teacher Reps
- School Principal
- Vice-Principal

Membership of the Chair, Treasurer and Secretary are for two year renewable terms. Membership of the Principal and Vice-Principal are permanent. All other positions are one year renewable terms.

Parents interested in becoming a member of FOLMS for the following year should write to the Chair giving the names of two parents who support their nomination. The deadline for applications for each new academic year is the first day of the Autumn Term.

Parents wishing to resign their posts should do so in writing to the Chair, giving one term's notice of their decision.

Where a member of FOLMS is deemed to be acting in a way contrary to the aims of FOLMS and/or the best interests of the school, the Chair, Secretary and Principal jointly reserve the right to suspend membership of FOLMS.

The role of the parents volunteering their time and energy to be part of FOLMS is very much appreciated by the entire school community.

### **III. Roles of Members**

FOLMS is not a governing body or advisory committee, rather it seeks to ensure, within the agreed Terms of Reference, that the main aims of FOLMS are successfully upheld. FOLMS operates within the guidelines set out in the school policies on Equal Opportunities, Diversity and Inclusion.

Each member of FOLMS will sign up to help with at least TWO events during the course of the academic year, to include Open Day and one other event.

The Principal will display photographs of members in the school and list their names on the school website. The Principal will update the FOLMS notice board with items of interest about the work of FOLMS.

#### **The Chair** *(See Appendix 1 for more information about this role)*

- This role chairs meetings and liaises with the Secretary to ensure the Agenda and meeting notes are prepared and distributed in a timely manner.
- The Chair will ensure meetings are held in a punctual and professional manner, allowing sufficient time for agenda items to be discussed.
- The Chair liaises with the Treasurer to ensure financial updates are received at each meeting and the financial report is prepared at the end of each academic year.
- The Chair liaises with the Events and Open Day Coordinators to ensure that all events are organised efficiently and successfully.
- The Chair liaises with the Secretary to ensure that year group agenda items are included on meeting agendas.
- The Chair liaises regularly with the School Principal to keep him/her up to date with all FOLMS activities and strategic decisions.

#### **The Treasurer** *(See Appendix 1 for more information about this role)*

- The Treasurer will manage the financial accounts of FOLMS and liaise with members to ensure that all income and expenditure is accounted for in an appropriate way.

- The Treasurer will issue a financial update at every FOLMS meeting and report back to the Chair and Principal after each fund-raising event.
- A formal report will be written at the end of each academic year and signed off by the FOLMS members.

#### **The Secretary** *(See Appendix 1 for more information about this role)*

- The Secretary will work with the Chair and Parent Reps to prepare an agenda for each meeting. Agendas will be circulated to members one week prior to scheduled meetings.
- The Secretary will issue meeting notes as a summary for all parents and action minutes for all FOLMS members the week after each meeting. These notes and action minutes will be approved by both the Chair and the Principal prior to circulation.
- The Secretary will liaise with the Chair and Principal about any items which need to be displayed on the FOLMS notice board or on the school website.
- The Secretary will inform the Chair and the School Principal of any agenda items considered to be urgent.

#### **The Events Coordinator**

- The Events Coordinator will suggest fun and enjoyable events for the school community during the course of the year.
- He/she will engage other members of FOLMS and the wider parent body to help in the timely planning and organisation of these events.
- One event should be planned each term.

#### **The Open Day Coordinator**

- The Open Day Coordinator will engage the other FOLMS members to help in the timely planning and organisation of the annual school Open Day which is held on the last Saturday in June.
- He/she will work with the School Principal in a timely way to ensure a suitable person is invited to open the event
- Working with other FOLMS members, he/she will ensure the event is planned appropriately and there are enough helpers on the day for setting up and packing up.

## **The Parent Reps**

- Parent Reps act as a link between the parents in their year group and FOLMS. They act as a neutral channel for any suggestions or questions from the parents in their year group for FOLMS. Official meeting notes will be published by the FOLMS Secretary for the whole school community.
- Parent reps should inform the Secretary in writing of any agenda items to be discussed at least TWO weeks prior to a meeting. Reps should keep communication between members and other parents professional, constructive and focused around achieving the aims of FOLMS.
- Any email or written communications from parent reps to their class parents should be on FOLMS letterhead paper and should always be copied to the Secretary.

## **IV. Meetings**

FOLMS meetings are set in advance for each academic year and take place each half term. Meeting dates are published on the FOLMS notice board, in the Messenger, the school newsletter and on the school website. An Annual General Meeting will be held each year to which all parents and staff are invited.

Meetings take place in the school hall and start promptly at 7.30pm and end by 9pm. Some decisions that relate to FOLMS activities only may require a majority vote by a quorum (A quorum will constitute the presence of the Chair, Secretary, Principal and at least half of the rest of the FOLMS) A decision to put a matter to a vote is agreed in advance of a meeting by the Chair, Secretary and Principal.

Meetings are not a forum for raising personal or individual issues. Rather, these should be raised directly with the class teacher, school office or Leadership Team. Meetings are open forums and members should at all times respect the confidentiality of children, staff and parents.

## **V. Fundraising**

A fundraising objective will be agreed by a simple majority of FOLMS members at the first meeting of each academic year.

Fundraising objectives should be focused on items that benefit all the children while remaining outside the normal remit of school expenditure. Past examples have included playground artwork, the school greenhouse and extra sets of playground equipment.

## **VI. Events**

FOLMS events will focus on fun and enjoyable events for the whole school community. Past events have included quiz nights, discos, ladies evenings and barbeques. In addition to Open Day, every FOLM member will help in organising at least one social event during the course of an academic year. This will be decided at the first FOLMS meeting each Autumn Term.

## VII. Membership 2009-2010

Post	Name	Email
Chair	Mrs Kellie Hazleton	Kellie.Hazleton@thefa.com
Treasurer	Mrs Marianne Davies	Marianne.s.davies@gsk.com
Secretary	Mrs Gwyneth Langley	Gwyneth_langley@hotmail.com
Events Coordinator	Ms Danielle Quist	dquist@btinternet.com
Open Day Coordinator	Mrs Barbara McMillan	babsrodjames@dsl.pipex.com
Principal	Mr Owlett	nowlett@cfbt.com
Teacher Rep	Mrs Fallows	jfallows@cfbt.com
Teacher Rep	Miss Killian	lkillian@cfbt.com
Nursery Wraysbury	Mrs Claire Collyer	clairelouisecollyer@hotmail.com
Y0 Denham	Mrs Ruchi Pankhania	Ruchi.pankhania@btinternet.com
Y1 Henley	Mrs Anne Val	Anne.val@btinternet.com
Y2 Burnham	Mrs Claire Collyer	clairelouisecollyer@hotmail.com
Y3 Marlow	Mr Jack Khurana Ms Sara Gant	Jack.khurana@sky.com sara@gant.wanadoo.co.uk
Y4 Windsor/ Chalfont	Mrs Beverly Glanville	markmglanville@msn.com
Y5 Datchet	Mrs Marian Newson Mrs Anna Mensah	mariannewson@hotmail.com akuatabs@yahoo.co.uk
Y6 Eton	Dr April Harrison	April.rowland@alphacs.co.uk
Y6 Langley	Mr Anthony Stevens	Anthony.locksride@btinternet.com

## VIII. Changes to Terms of Reference

Changes to these Terms of Reference may be proposed by members of FOLMS in writing to the Chair and will be discussed at the next FOLMS meeting. Changes may be adopted if there is unanimous approval of the Chair, Secretary, Treasurer, Principal, Vice-Principal and a majority of the other members of FOLMS.

## Appendix One

### FOLMS Roles - Chair

In partnership with the School Principal, the Chair provides leadership for FOLMS, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some FOLMS members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of FOLMS so that everyone feels involved. New members may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the FOLM's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair should be a signatory for the association's bank account, along with either the Treasurer or Secretary and School Principal.

#### Key responsibilities of the Chair:

- provide leadership; ensure FOLMS fulfils its role in respect of governance of the association
- sign the approved minutes of the last meeting
- set the agenda for meetings, liaising with the Secretary
- agree a date for the next meeting
- ensure the agenda is followed and that all business is covered
- close the meeting
- call the meeting to order when it is time
- write the annual report, liaising with the Secretary
- welcome and involve new members
- sign cheques for FOLMS with one other elected FOLMS member
- ask for apologies for absence
- get to know FOLMS members

## **FOLMS roles - Treasurer**

A key responsibility for all FOLMS members is to manage and control the funds the association raises. Although all the FOLMS members have equal responsibility for the control and management of funds the Treasurer plays an important part in helping the FOLMS members carry out these duties properly.

The Treasurer should maintain a record of all income and expenditure. This can be done in a simple accounts book or using a computer based package. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events,

The Treasurer should report on the current financial position at each FOLMS meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a FOLMS meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

At each event, two people, the Treasurer and another FOLMS member should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a safe overnight. We recommend that funds should not be kept at home.

The Treasurer should also be involved in pursuing charitable status and Gift Aid. Before the AGM, the Accounts will have to be drawn up in collaboration with the Chair and either audited or independently examined.

### **Key responsibilities of the Treasurer:**

- maintain accurate and detailed financial records
- prepare and co-sign cheques as required
- present a financial report at each meeting
- provide and account for cash floats at events
- liaise with the bank
- seek charity registration and Gift Aid
- make approved payments and pay agreed expenses
- consults with the bank regarding availability of higher rate interest accounts
- prepare annual accounts
- count and bank monies
- ensure FOLMS has agreed appropriate procedures for the handling of financial matters

## **FOLMS roles - Secretary**

The Secretary is responsible for ensuring that there are effective communication links between FOLMS members and between the association and the school.

The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that FOLMS meetings run smoothly. Building up a good relationship with the school office manager will help ensure that correspondence, sent to the school, is passed onto your parents promptly. With the agreement of the Principal, the Secretary can usually arrange to leave FOLMS notices with the school office for distribution with school mailings to parents or for distribution via 'pupil mail'.

As well as dealing with correspondence, following a FOLMS meeting, the Secretary will need to make bookings and other arrangements for forthcoming events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of FOLMS, along with the Treasurer, Chair and Principal.

### **Key responsibilities of the Secretary:**

- deal with correspondence
- write up the minutes of meetings
- prepare agendas
- call meetings - giving plenty of notice
- distribute action minutes to all FOLMS members and summary notes for the parent body
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough FOLMS members are present to make the meeting quorate (this number is defined in the Terms of Reference as the Chair, Treasurer, Secretary, Principal and at least half the other FOLMS members)
- co-sign cheques as required
- write the annual report with the Chair

Nicholas Owlett, School Principal  
Jan Fallows, Vice-Principal  
Kellie Hazleton, Chair  
September 2009