

Friends of Thomas Jones Association

David Sellens, OBE

Abi Kantoch

Melissa Kiley

Tuesday 1st April 2025

WHAT IS THE FRIENDS OF THOMAS JONES ASSOCIATION?

- The Friends of Thomas Jones Association will be a group of parents and staff who collaborate to raise funds for the school.

WHY SHOULD WE HAVE A FRIENDS OF THOMAS JONES ASSOCIATION? WHY NOW?

- The current financial climate.
- Fundraising: A Friends of Thomas Jones Association can organise fundraisers to support school fundraising priorities.
- We will be able to become a registered charity which has many fundraising benefits.



- **We can tap into the skills and capacity of willing parents .**

WHAT WILL THE FRIENDS OF THOMAS JONES ASSOCIATION DO?

- Work in partnership with the school to raise funds for agreed shared priorities.
- Lead on the organisation of fundraising activities.
- Manage the accounts for raised funds – follow statutory obligations and keep records.
- Meet termly and keep records of these meetings.



The association will not involve itself in school operational matters.

STEPS FOR SETTING UP THE ASSOCIATION

- Gather interested parents and teachers to form a ‘steering group’ to move plans forward.
- Draft a constitution or governing document so the association will run effectively.
- Call the first AGM giving 21 days notice and invite nominations for anyone interested in a role on the committee (Chair, Vice Chair, Secretary, Treasurer). **Agenda items for this first meeting will only include electing the committee and adopting the constitution.**
- Apply to become a registered charity.
- Open a bank account.
- Plan initial activities and goals for the school year with school leaders.



Parentkind
Bringing together home & school

CHARITY REGISTRATION

The benefits of obtaining charitable status include:

- Being able to access funding your school may not be able to on its own
- Being able to receive charitable donations from local and national companies
- Being eligible to apply to grant-making charitable trusts: most charitable trusts will only give grants to groups formally recognised as charities
- Being able to receive donations made through Payroll Giving and Company Matched Giving Schemes



ROLES AND RESPONSIBILITIES



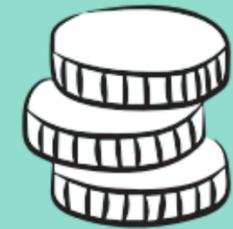
Chair/Co-Chair

- Should be confident, calm, friendly and approachable, but assertive and firm when needed
- Supervises and delegates tasks to ensure they are completed
- Manages the committee to ensure they work collaboratively and cohesively
- Liaises with school leadership and governor teams
- Ensures all members follow the constitution and policies
- Good communication and organisational skills
- Represents the whole committee on occasions open mornings, welcome events and more



Treasurer/Co-Treasurer

- A good head for numbers
- Good mathematical and logistical skills
- Keeps accounts in a clear and concise manner
- Follows any financial or expenses policies
- Provides accurate, up-to-date reports
- Manages the PTA bank account with other signatories
- Completes the Charity Annual Return with the Chair



ROLES AND RESPONSIBILITIES

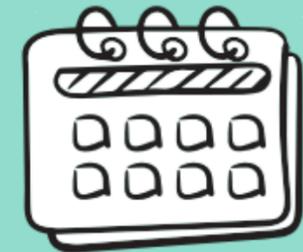
Secretary/Co-Secretary

- Good organisational and communication skills
- Manages the day-to-day communications of the association
- Manages the association's correspondence
- Produces minutes for each meeting
- A good listener and record keeper



Vice Chair

- Supports the Chair in their job role and task list
- Should display all the qualities of a Chair
- Deputises for the Chair in their absence
- Would step into the Chair role, should it become vacant between AGMs



Thank you

David Sellens, OBE

Abi Kantoch

Melissa Kiley

Tuesday 1st April 2025