

Newsletter 6 January 2023

In His Name, the Most Kind, the Most Merciful

Hujjat Primary School
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Message from the Deputy Headteacher

Asalaam Alaikum
Peace be upon you.

Happy New Year. I trust that you all had a restful and happy break. It really has been wonderful to see our children return, ready and eager to learn.

The topic for today's assembly was British Values and how these relate to our school values. The value for this half-term's focus will be gratitude and our PSHE lessons will also encompass ways in which we can be grateful and thankful.

Included in this newsletter is a letter from Dr. Mohammad Rickaby, Chair of FoHPS, regarding their AGM, which will be held on Friday 27th January at 18:00hrs. There are also some committee role descriptors, for guidance.



On the last page of the newsletter you will find a leaflet providing information on after school mindfulness sessions, run by Young Mindfulness. Mindfulness greatly contributes to having a happy child filled with inner peace. These sessions aim to equip children with strategies to regulate their emotions, giving them tools to carry with them for life. Please take a look at the leaflet, and if this is something that might be of interest to you, please complete the Google form using the link below:

https://docs.google.com/forms/d/e/1FAIpQLSfVUrvfVljY2XuT3DYnbCkOz-pvHh6NQJpH_YAXhn83L-d6g/viewform?usp=sf_link

I hope you have a lovely weekend and insha'Allah look forward to seeing and talking with many of you next week.

With best wishes,

Mrs Saad

Deputy Headteacher

Dates for Your Diary

Parent Forum (on site only)	Wednesday 11 January – 19:00hrs
NCMP (National Child Measurement Programme) for Reception children	Tuesday 17 th January – 09:30-11:30hrs
Vision Screening for Al-Haqq (RH) class	Wednesday 18 th January – 09:30-11:30hrs
Vision Screening for An-Noor (RW) class	Thursday 19 th January – 09:30-11:30hrs
FoHPS AGM	Friday 27 th January – 18:00hrs
Half Term Break	Monday 13th – Friday 17th February
Curriculum Meeting for Key Stage 1 (on site only)	Wednesday 1st March – 17:00hrs
Parent Teacher Meetings (online)	Tuesday 21st March 15:45-19:10hrs
Parent Teacher Meetings (online)	Wednesday 22nd March 15:45-19:10hrs

Friends of Hujjat Primary School (FoHPS)

Parent Teacher Friends Association

6th January 2023

Dear Parents/ Carers,

Salam Alaykum,

Annual General Meeting (AGM)

We would like to give notice of the AGM of the Friends of Hujjat Primary School, to be held on **Friday 27th January 2023 at 6:00pm. The AGM will be held at the Hujjat Primary School.**

The Friends Association plays a vital part in the school community and all parents, as members of the Friends Association, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school.

The AGM is also an opportunity for you to elect the Friends of Hujjat Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the Friends Association of their intention to stay in their role.

If you would like any further information about being a Committee Member, please speak to the Chair, Dr. Mohammad Rickaby or the Deputy Headteacher, Mrs. Samirah Saad. Before submitting your nomination form, please read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*'. A copy of the booklet can be found on the Charity Commission website.

Please return the slips below as soon as possible, or by **Thursday 26th January 2023**, via email to the FoHPS email address friendsofhujjat@gmail.com and copy in the Deputy Headteacher at s.saad@hujjatprimary.org

We look forward to seeing you on 27th January.

Kind Regards,

Dr. Mohammad Rickaby, Chair



I/We shall/shall not be attending the AGM Evening on [27th Jan 2023]

Signed Print Name

NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: Chair/Secretary/Treasurer/Ordinary Committee Member [Circle one]

Nominated by Seconded by
[Please sign and print name] [Please sign and print name]

I (nominee name) agree to my nomination for the position of

Signed

Date

Role of Chair

However informally or formally your PTA operates, it's best practice to have the role of Chair filled. If your Chair leaves mid-year, or you're finding it difficult to recruit someone into the role, the job can be done by other committee members taking it in turns to chair your meetings. The Chair may not step down if this leaves less than the minimum committee requirements as per your constitution.

Some associations have Co-Chairs/Joint Chairs, in this case they are both equally responsible for fulfilling the role and should take it in turns to chair meetings, this should be decided before the start of the meeting.

If you have a Vice Chair they will deputise for the Chair and would step into the role of Chair if they were absent, or had stepped down. The skills required for a Vice Chair would be the same as the Chair role.

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 objects of the association 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, making sure everyone has an opportunity to speak.
- 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 PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

Reviewed: August 2021

Parenkind

Bringing together home & school

Role of Treasurer

Although all committee members have equal responsibility for the control and management of PTA funds, the treasurer has an important role, making sure these duties are carried out properly.

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 an 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

Key skills

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure.
- **Organised with an eye for detail** – big events involve counting a lot of small change. The Treasurer leads the ‘money’ team, making up floats and collecting money from various stalls.

- **Calm, approachable and a team player** – it's a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

For more Treasurer's information, [read our good practice guide for Treasurers](#).

Reviewed: August 2021

Role of Secretary

As one of the three key committee roles, it's best practice to have the role of Secretary filled. If you are finding it hard to recruit, you could consider splitting the duties between two committee members.

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
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received 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.

Reviewed: August 2021

Parenikind

Bringing together home & school

Role of Committee member

All committee members are elected by the members of the association at the AGM and hold their position for one year until the next AGM. They must be members of the Association, whether it be a PTA, PSA, PTFA or Friend Association, to be nominated and elected for the role.

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. All other members elected to the committee are Ordinary Committee members, whether they have titles will be down to the committee to decide.

The Ordinary committee members are equally legally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity, if your Association is a registered charity, and can be signatories on the bank account.

As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association.

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role.

Ordinary committee members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a [Class Representative](#).

Sub-Committees are often used to organise key events such as the Summer Fair, Ladies Pamper Evening or Christmas Gift Sale.

A sub committee is made up of committee members (at least one) and members (your regular volunteers) and always has to have a committee member involved who can report back to the committee, the committee members still have overall responsibility and will still have to make any final decisions.

Reviewed: August 2021

YOUNG MINDFULNESS

Wellbeing classes that teach children to love themselves



Art and craft based mindfulness classes combined with breathing and meditation to nurture happiness, contentment, confidence and inner peace.

Hujjat Primary Reception - Year 2 £30 per month



WWW.YOUNGMINDFULNESS.CO.UK



@YOUNGMINDFULNESS

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