

# A message from the PTA chair.

Thank you all so much for a fantastic year of fundraising! From shopping nights to bake off and discos to readathons, it's been a busy but fun time. We truly appreciate your help and support in running these events.

This year has been incredible as we've brought many more fundraising events to you than in the previous 2 years. However, after 3 and a half years on the PTA, my time has come to step down and pass the baton on. I have loved meeting all of your children and being in the school for events; I've loved meeting all of you parents and carers too. I thank you all for helping at events, participating in events and supporting them too. I've loved seeing the children's fabulous bakes, their disco outfits, their excitement meeting Father Christmas, and just listening to their conversations and having fun with them! It's been a pleasure to have been elected these past years and to have brought in new fundraising ideas and continued existing ones. It's emotional stepping down but exciting to think of what a new team could bring!

So if you have ever thought about being on the PTA, please contact me. I would love to discuss all of the positions with you as they are open for people to apply for in September at the AGM. Job descriptions of each post are included below.

Over the years, I've worked on a team and made friends with them and also had a committee made up of my friendship circle. Both ways have worked, so if there's a group of you or individuals, please get in touch. I'll always be on hand to help, offer advice and do what I can x

On a separate note the parents' gift sales are organised and prepared by a separate team, and one of the organisers will leave us at the end of this year. The committee would love to thank Charlotte for all of her hard work making these sales so special for the children over the years. Having helped out at these, I can say how much the children love these sales, so thank you for all your hard work and good luck to the new team!

I wish you all a lovely summer, long may the sun shine!

God bless  
Love Stacey Rose.

## **What legal responsibilities are linked to committee roles?**

As trustees of the PTA, all named officers are responsible for making sure the organisation is run effectively and in line with its constitution. All members will need to submit their details to the charity commissioner, Mrs Wallen sends this information off.

### **Job Roles:**

#### **Chair**

Main purpose of role: To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

Typical responsibilities:

Setting the dates and agenda for meetings

Managing meetings according to the agenda and remaining impartial while doing so

Ensuring meetings are held fairly and contributions from everyone are welcomed

Presenting the AGM and working with the treasurer to ensure everything is organised.

Delegating tasks to committee members and volunteers and ensuring these are carried out effectively

Getting to know PTA members and welcoming and encouraging new volunteers

Drawing up the annual PTA calendar of events

Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Skills required:

Strong leadership

Enthusiastic

Good mediator

Organised

#### **Vice Chair**

Offering support to all of the above

## **Treasurer**

Main purpose of role: To manage and control PTA funds according to the wishes of the committee.

Typical responsibilities:

Reporting finances at PTA meetings in a clear, concise way that all members can understand

Preparing a financial report for the AGM

Maintaining up-to-date records of all the PTA's financial activity

Organising floats for fundraising events

Ensuring money is kept safely before and during events, and banking takings afterwards

Reporting income and expenditure information after events

Managing Gift Aid claims

Completing the Charity Commission annual return and getting accounts audited where necessary

Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts

Ensuring PTA bank cards and cheque books are safely stored

Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

Skills required:

Organised

Good with numbers

Confident handling money

## **Vice Treasurer**

Offering support to all of the above

## **Secretary**

Main purpose of role: To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Typical responsibilities:

Working with the chair to prepare for and run meetings

Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings

Helping the chair in planning the AGM and preparing the annual report

Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff

Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair

Maintaining the PTA's records, including minutes, member contact details and legal documents

Ensuring there are enough committee numbers present at meetings to make up the quorum

Skills required:

Motivated

Strong communicator

Fast and accurate note-taker

### **Vice Secretary**

Offering support in all the above.