



Why do we have a PTFA?

We are fortunate at our school to have a PTFA that's an integral part of the school community. Over the last **6 years** we have raised **over £26,000**, which has been spent on **equipment and resources to enhance our children's educational experience and the school's facilities.**

Our association is about much more than simply fundraising. The PTFA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. It's fun too — just ask any of the Committee members or volunteers.

All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available.

The Committee

Our Committee consists of **Chair/Treasurer/Secretary/Ordinary Committee members.**

The Committee meet on a regular basis with smaller working groups meeting as necessary when we are planning larger events.

All members and volunteers are welcome to the meetings to find out what the association is planning, share ideas and get involved.

Volunteers

We welcome any help from parents, teachers and friends, and have a list of volunteers who commit some of their time to helping the association. Every little helps, so just one hour of assisting at an event or wrapping lucky dip prizes or folding raffle tickets (just a few examples) would be invaluable. If you would like to join us please speak to the school office, come along to our next meeting or email us at — **castlecaryprimaryschoolptfa@gmail.com**.

This term we will be appointing new committee members.

This will take place at the PTFA AGM on Monday 6th October and we welcome all new volunteers in any capacity.

Please see the roles up for election.

PTA Chair

Main purpose of the role

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

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

PTA treasurer

Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

At the AGM

- Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical

PTA secretary

Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets

- Ensures meetings have enough attendees
- Keeps records
- Shares information

At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated

Thank you for your continued support.