

TGPASJ

PTA

January 2022

Tudor Grange Primary Academy
St James





What is the PTA?

The Parent Teacher Association is a group of Parents who wish to work with the school to increase the opportunities and experiences of our whole school family.

The PTA organises a variety of events that brings the community together and raises funds throughout the school year.

The PTA is a voluntary organisation.

The PTA will work closely with, and be supported by, the school.



What has the PTA done in the past?

The PTA has been a thriving organisation at TGPASJ successfully fundraising and hosting very well attended events:

- Regular discos for pupils, often themed e.g. Halloween
- Christmas and Summer Fairs with a range of stalls including games and traded goods.
- Fundraising and support gathering for particular projects including the school garden.
- And more...



What is existing?

- PTA was largely led by parents of pupils who have now moved on to secondary school.
- There are two bank accounts set up for the PTA with funds in both. We are aware of the process of transferring these over to new signatories and are happy to support with this.
- PTA have a large cupboard on site with resources in, although this does need sorting out.



What do we need
to move
forwards?

- Good representation across all year groups
- A committed group of volunteers to be **members** of the PTA
- Parents willing to take on the responsibility of making up the committee. This would involve taking on a key role such as Chair, Treasurer and Secretary (potentially vice- roles dependant on whether the PTA feel this is required).
- Your help, support and enthusiasm!

Chair – Lead the committee ensuring the PTA is run in line with the constitution and wishes of members.

- 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
- Writing the annual report for the AGM
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- Being one of the designated signatories on the PTA bank account
- Getting to know PTA members and welcoming and encouraging new volunteers
- Drawing up the annual PTA calendar of events
- Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team
- Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Treasurer – Manage and control PTA funds according to the wishes of the committee

- 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 (if registered) 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

Secretary – Prepare and organise committee paperwork to aid the smooth running of the PTA

- 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
- Managing all correspondence received by the PTA
- 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
- Preparing the publicity for events, including flyers, posters and tickets





What now?

- AGM to be held on **Wednesday 2nd February at 6pm (location TBC)**
- Interest sent through to the school office if you wish to attend the AGM and become a member of the PTA.
- Further expressions of interest if you would like to nominate yourself to take on a committee role sent through to the office. A proforma to complete will be sent out which will include writing a little information about yourself and why you would like to take on the role. These will be shared in order for elections to take place.