



What is a Parent Teacher Association (PTA)?

Most schools have a Parent Teacher Association (PTA), which is an organisation of parents and staff. Its role is to encourage closer links between home and school. PTAs are best known for their fundraising work, but they have a useful social function too. Fundraising and social events provide an opportunity for parents, staff and pupils to get together and build a community.

How is the PTA organised?

All parents/carers and teachers are automatically members of Valley Primary School PTA.

The PTA holds an annual general meeting, generally at the end of the school year. At this meeting a committee is elected to run the PTA - usually consisting of a chair, a treasurer, a secretary and as well as ordinary committee members made up of ten parents. The Head Teacher is President, there are also four nominated teachers, and this forms the Valley PTA Committee Members.

PTA committees usually meet once a term to organise individual event, discuss the finances and how the money is to be spent.

Class Representatives which include at least one, and often two, parents from each class, their job is to pass on information from the PTA Committee Members to other parents in their child's class.

Sub committees of smaller working groups are made up of class reps and parents, they are set up to help with the organisation of larger events that occur throughout the year. For example Christmas fair.

How is money raised?

Valley PTA money is generally raised through events - for example, a Christmas fair in the winter, a kids on the catwalk in the spring, and a summer fair or Circus. Other PTA events include school uniform sales, discos, cake sales many more. But we are always looking for new fundraising ideas.

How is money spent?

Funds raised by the PTA are intended to provide 'extras' not already provided by the school's main income - often 'fun things' that make learning more interesting and exciting.

The PTA committee and the head teacher decide how to spend PTA funds. Common items include computers, playground equipment, a school pantomime and smaller purchases such as presents for Father Christmas to distribute.



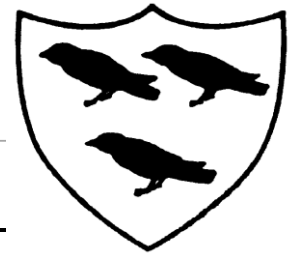
How can I be involved in my PTA?

There are many different ways you can help with the PTA, whether you have lots of time to offer or not.

Some of the roles are time-consuming, although also rewarding. If you can't commit to a big job, look out for things you can do less frequently (e.g. running a stall at the summer fair, baking for a cake sale). And you can always support PTA events by simply turning up.

If you have any comments, ideas or suggestions for the PTA or would like to know how you can get involved please contact us at pta@valley.bromley.sch.uk or, call Sarah on 07961303554.

Thanks!



PTA Committee roles

Chair

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

New members of the committee may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As a committee officer, the Chair is often one of the people to sign cheques on behalf of the PTA, normally along with either the Treasurer or Secretary.

- Key responsibilities:
- Manage overall objectives and strategies of PTA
- Act as liaison between parents and Head Teacher / staff
- welcome and involve new members
- get to know members of the committee
- prepare and set the agenda for meetings
- attend meetings & event arrangements
- call meetings - giving plenty of notice
- ask for apologies for absence
- attend meetings & event arrangements
- ensure that enough committee members are present to make the meeting quorate (this number is defined in your PTA constitution)
- agree a date for the next meeting and close the meeting
- call the meeting to order when it is time
- preparation and distribution of newsletters and other communications to parents
- write the annual report in cooperation with the Secretary
- follow the agenda and manage the meeting
- sign cheques for the PTA with one other committee member
- Speak at New parents open days and other events



Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly. With the agreement of the head teacher the PTA Secretary can usually arrange to leave PTA notices with the school Secretary for distribution with school mailings to parents or for distribution via Parent mail/book bags etc.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

Key responsibilities:

- deal with correspondence
- write up the minutes of meetings
- distribute minutes to all the committee
- attend meetings & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- co-sign cheques as required
- write the annual report with the Chair
- preparation of publicity flyers, posters, tickets, etc. for events

Treasurer

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every committee meeting plus:

- the balance of funds
- committed expenditure
- income, expenditure and profit from each event held



The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting. The Treasurer also

- liaises with the bank
- pays money into the bank account and reconciles bank statements
- advises the bank of agreed changes to the bank mandate, ie those authorised to sign cheques
- raises and signs cheques with a second committee member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices
- withdraws money to provide a cash float for events
- ensure regular payments, for example, NCPTA membership, are made on time to guarantee benefits and take advantage of any discounts
- arrange appropriate licenses for events

Key responsibilities:

- maintain the financial records
- prepare and co-sign cheques as required
- report income & expenditure at meetings
- count and bank monies
- liaise with the bank
- charity registration and Gift Aid
- draw up the annual accounts

Ordinary Committee Members

Ordinary Committee Members work alongside the Officers, contributing ideas, helping to organise events or running with smaller projects. They also have an important role to play alongside the officers of the PTA in ensuring good communication with the rest of the school, encouraging participation and enthusiasm for the events organised by the PTA.
Attend meetings & event arrangements



Class Reps

- Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents & carers of their class. They may run with small projects for the school, organise stalls and helpers for Summer and Christmas Fairs and help out where they can with PTA events.

Key responsibilities include:

- maintain a class list, email distribution group and text message group where possible (this should be renewed each year in line the Data Protection Act rather than carried forward)
- forward PTA newsletters and other emails to their class
- provide feedback and ideas from class to the PTA Committee
- welcome new parents to the school
- organise two cake / healthy alternative sales
- liaise with class teacher for any specific help required from PTA, e.g. making costumes
- arrange Christmas and end of year cards and class gift for teachers and TAs
- arrange social events for their class
- help out at and recruit volunteers for PTA events