



# MAPLE TREE PRIMARY SCHOOL

Climbing the branches of success

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Headteacher: Mrs C Bainbridge B Ed Hons

Deputy Head: Miss A Hyde PGCE

Friday 4<sup>th</sup> November 2022

## New PTA

Dear Parent/Carer,

This week a group of parents met at school to discuss starting up a new PTA, or Friends of Maple Tree. This steering group of 12 parents had a lot of enthusiasm and many intend to stand to be on the committee, which is great! We are holding an Annual General Meeting (AGM) on Wednesday 30<sup>th</sup> November at 6pm (at school or virtually on google meet using the following link: [meet.google.com/xxz-tnpy-sdq](https://meet.google.com/xxz-tnpy-sdq)) in order to vote in a new committee. All parents/carers/friends of the school are welcome to attend, even if they do not intend to stand for a committee role.

### **What is a PTA?**

A PTA is a Parent Teacher Association, an organisation with a mission to make the school a better place for children to learn. It brings together parents, teachers and children to raise funds and strengthen the school community, you can also extend the group to a 'Friends of' which means that anyone involved with the school can take part. Money raised is usually spent on things that the school budget does not cover.

### **How can you help?**

#### Sign up as a volunteer:

There is no expectation on any parent volunteer because any amount of time you can give to the PTA will always be well received. There are a variety of ways you can get involved, from engaging with social media activity, attending PTA Meetings through to volunteering at events or coordinating events. Even donating preloved items, raffle prizes or suggesting brilliant ideas are ways of getting involved. There seems to be a myth that if you get involved with your PTA you will never be able to escape! We make it clear that parents can come to our meetings to just listen and learn, or they can take a more active role if they want to, there are no set expectations.

#### Join the committee:

There are three named roles on the committee that need filling and then a number of general committee members. Please note that committee members do not have to attend every event or help with every project! Please see the role descriptions for the chair, treasurer and secretary below. There is the opportunity to have a co-chair or vice chair in place. If you would like to nominate someone, or yourself to a role, please use the following google form to do so.

<https://forms.gle/Xxm2zdkPsC6yhBuM9>

*This form is also for you to nominate either yourself, or another person, to the committee for the academic year 2022 - 2023. Nominations must be made with the permission of the person. You must have permission to share email addresses of people either being nominated or who have agreed to be the seconder for the nomination.*

*Any questions should be sent via email to Amy Hyde, Deputy Head, who will chair the AGM temporarily. All nominations for the Officer role of Chair, Treasurer and Secretary and other posts must be received by midnight on Tuesday 29<sup>th</sup> November.*



You have my permission to share this information widely within our school community. I would appreciate you letting me know if you are attending the AGM by answering the first part on the google form (ignore the nominations if that is not relevant to you) as this will help me to set up the correct number of seats. <https://forms.gle/Xxm2zdkPsC6yhBuM9>

Kind regards



Miss Hyde  
Deputy Head

### **Job Description for PTA committee members 02.11.22**

#### **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

**Vice/co-chair:** The vice or co-chair can support the chair in their role and also take over in their absence. The role involves working closely with the chair in their work, including running meetings, encouraging volunteer participation and organising events.

**Assistant treasurer:** An assistant treasurer is a huge help in making sure money is stored safely during and after events. They can work with the treasurer during big events, with one person going around and skimming the big notes from the floats and the other guarding the money.

**Communications secretary:** A communications secretary relieves some of the secretary's workload by taking on the communications aspect of their role. This includes being in charge of the PTA's online accounts, which may include Facebook and Twitter, plus emails, newsletters and noticeboards.

## **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

## **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 to form a quorum
- 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