

## St Mary's PTA Guide

*Charity Number 1087323*

### 1. PTA purpose

The St Mary's PTA supports the school to create a community for the parents, carers, teachers and children of St Mary's and raise funds to enhance the wellbeing and experience of the children whilst at school. We also like to have fun!

### 2. PTA Powers

The St Mary's PTA can publish information about their activities, raise (but not through permanent trading), set aside and invest funds appropriately. They can use the funds to pay for the cost of forming and running the association and obtain any goods and services necessary to its purpose outlined above

### 3. PTA meeting cadence and decision governance

The committee, class representatives and Head teacher (or delegate) meets the second Tuesday of every half term and the agenda covers on a regular basis any outstanding actions, any event planning or fundraising ideas and a financial update.

Spending decisions are taken at the committee meetings and must have a quorum of Chair, Treasurer, Secretary and Head teacher (or delegate) and at least 4 other attendees. Ad hoc spending decisions may be taken by the Chair and Treasurer as required, communicated and formalised at the next meeting.

The PTA does not discuss schooling or teaching matters which should be raised via the appropriate school channels or via the Parent Forum.

The AGM is held every September where any new members to key roles are appointed, a full financial review and a review of the association's activity for the previous year.

### 4. Ongoing commitments that the St Mary's PTA deliver

Financial commitments: Ongoing maintenance of air purifiers on an annual basis (approx £2,000pa) and top up of coaches for each class to have one school trip per year where parents are unable to contribute. Ongoing maintenance of the Playpod scrap post delivery (approx £800pa). £240 for Christmas class gifts.

Further funding to enhance the children's school experience and wellbeing on negotiation with the Head teacher.

Community commitments: 2 parent/carer/children events per year traditionally the Summer and Christmas Fairs. 2 parent events (auction/quiz/comedy/race/curry night) per year typically Oct/Nov and Mar/Apr  
All other events to be agreed with the committee and the Head teacher on an ad hoc basis and can include uniform and bake sale etc

# Parent Teacher Association (PTA)



## 5. Committee members

### Chair – Cara Kennedy & Orla Mahon

- Liaison with Head teacher on all PTA funding matters and use of school name and facilities and Health & Safety matters
- Liaison with 3rd parties and partnership funding such as easy fundraising, lottery and recycling including Estate Agent boards for fairs (currently Marsh & Parsons)
- Ultimate decision maker on funding requests and PTA spending in conjunction with Treasurer and taking opinion of PTA reps at the meetings where relevant
- Chairs the meetings with the support of the secretary ensuring all voices are represented and heard
- Ensures there are sufficient events and fundraising activities to ensure the PTA financial commitments to support the school and children are met
- Encourages committee, wider team of class reps and parents to be creative on new ways to build our parent and carer community and support the school and children financially
- Ensures communications and contact with parents represents the school well and within GDPR requirements

Skills: Passionate about St Mary's and the local community, a great communicator able to direct others, and make decisions. A good facilitator who is confident and approachable to all with great organisation skills

### Treasurer – Tracey Haynes

- Ensures the income and outgoings are recorded and administered correctly
- Updates the PTA meeting on financial status
- Holds relationship with useful third party payments relationships such as Paypal etc are set up and investigates new payment methods
- Prepares and submits annual returns and ensures any required audits are completed
- Signatory on the PTA bank account with the school Bursar

Skills: Passionate about St Mary's and the local community, Financially and numerically literate

### Secretary – Clare Price Williams

- Build and agree agenda with chair, share with Miss Harte, send out to reps in advance
- Take minutes and actions and distribute in a timely manner
- Facilitates the meetings using the agreed agenda and drives for actions and owners
- Keep action log up to date
- Keep planner up to date
- Works with the Chair to ensure Parents understand the role of the PTA and it's successes via newsletters or any other appropriate method
- Works with the chair and school office to communicate specific events and activities as required
- Works with the committee and reps to ensure reps understand their role and supports them communicating with their classes where required beyond the standard what's app and word of mouth
- Considers new methods of communication to keep in touch with parents, carers and activities to continue to build the sense of community in the school

Skills: Passionate about St Mary's and the local community, organised, good grasp of excel, word etc, clear communicator who drives for actions and owners. Thinks about the audience of their communication and the best method to deliver a message

## **6. The role of the Class representative (1 per year plus deputy)**

- Directs parents/carers to the school website or office where school and teaching queries are raised.
- At the start of the year collects a voluntary £30 per child for class fund where families are able
- Ensure parents/carer contact list is up to date
- Add new parents to what's app and communicate appropriately supporting the PTA events
- General reminders of own clothes day etc on what's app
- Buy class treats for Christmas & Summer parties in liaison with class teacher
- Buy teachers and teaching assistant Christmas, Easter and end of term gifts
- Attend PTA meetings and update parents via what's app of what's going on via distributing minutes
- Arrange a parent's night out per term if time permits
- Support year 6 and PTA fund raising by promoting events on what's app
- Co ordinate Christmas hamper for the Christmas raffle for the class by deciding on the theme and collect donations from parents
- Get Christmas gifts of value of £30 for class, idea comes from teacher (money reimbursed by PTA)
- Support Summer and Christmas fair arranging the staffing of stalls, set up and running on the day
- Ensure cover for tea/coffee morning for assembly for the next year up
- Encourages parents/carers to engage with the PTA and volunteer for school events and activities where required (see below specific class tasks)

Skills: Passionate about St Mary's and the local community, good organiser and communicator with good knowledge of the school contact and social media policy

## **7. Additional year 6 accountabilities to fund leavers bbq, hoodies & legacy gift for the school**

- Organise the disco (generally Autumn / Halloween)
- Organise a Yearbook
- Organise Hoodies
- Organise leavers BBQ (Year 5 run the food and bar on the day)
- Various sweetie, donut, ice cream sales as required